Clifford Hallam Healthcare

Ph: 1300 720 274

www.ch2.net.au

Simple Order System (SOS)

User Manual

Version: 8.5.6

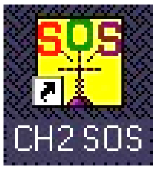
January 2008

Quality System
Quality Endorsed Company
ISO 9001 Lic QEC6264
SAI Global

Sydney Newcastle Melbourne Brisbane Perth Adelaide Hobart

I N D E X

1. To Login to SOS

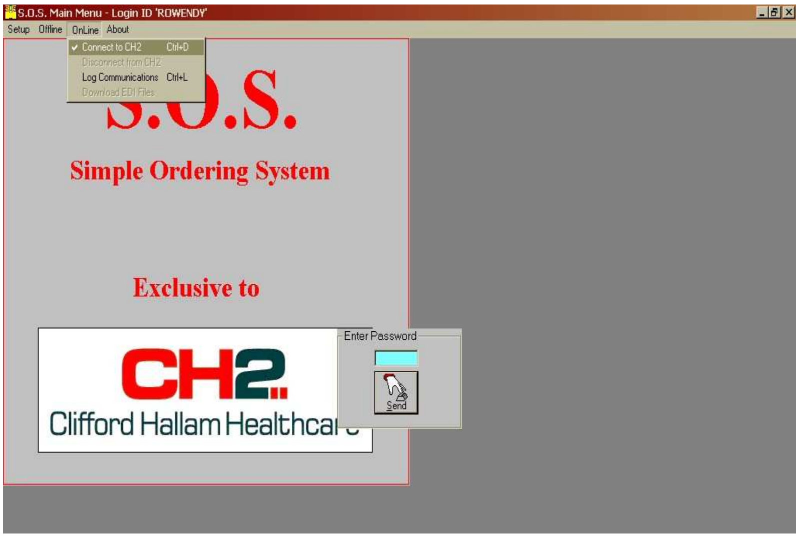


Double click the 'SOS' icon on your desktop.
The SOS screen below will open. To connect to CH2, click the 'On-Line' option on the menu bar at the top of the screen. Click on 'Dial CH2' OR 'Connect to CH2' as appropriate.

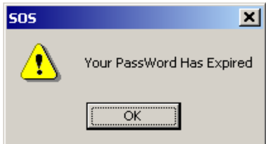
Enter your password (supplied by CH2), click on the 'Send' button or press enter on the keyboard.

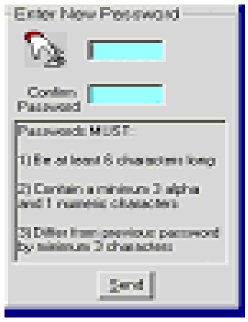
My SOS Password is:

____



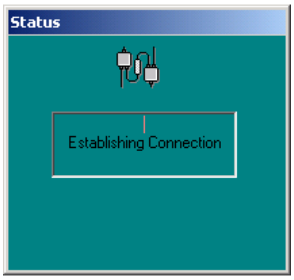
Periodically you may be asked to enter a new password. Passwords must be six or more characters, and contain at least one numeric digit, eg password1, kathy25 etc.

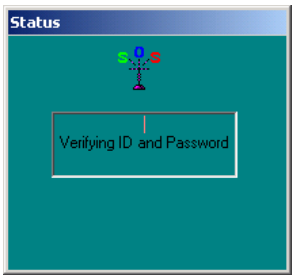




The screens shown below will appear while SOS is connecting. If you are using a modem to connect, the first screen will read 'Dialling CH2'

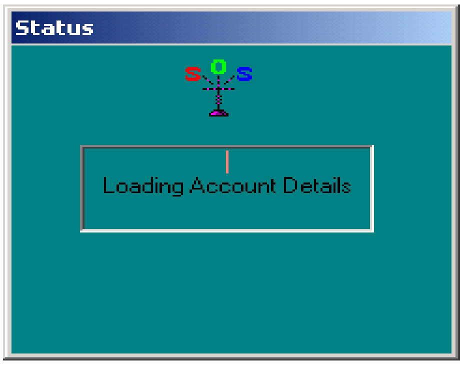
When this message screen appears, you have connected to CH2. The numbers displayed are the CH2 help desk phone number and the Customer Service phone number. Click on the 'OK' button, or press 'Enter' on your keyboard to complete the login process.

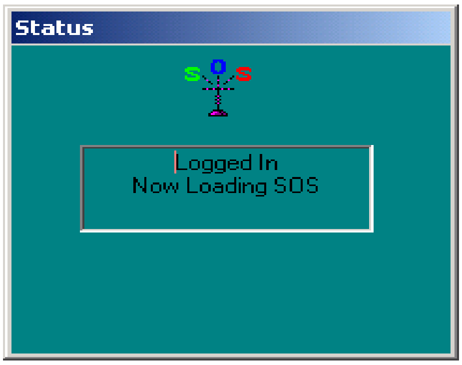




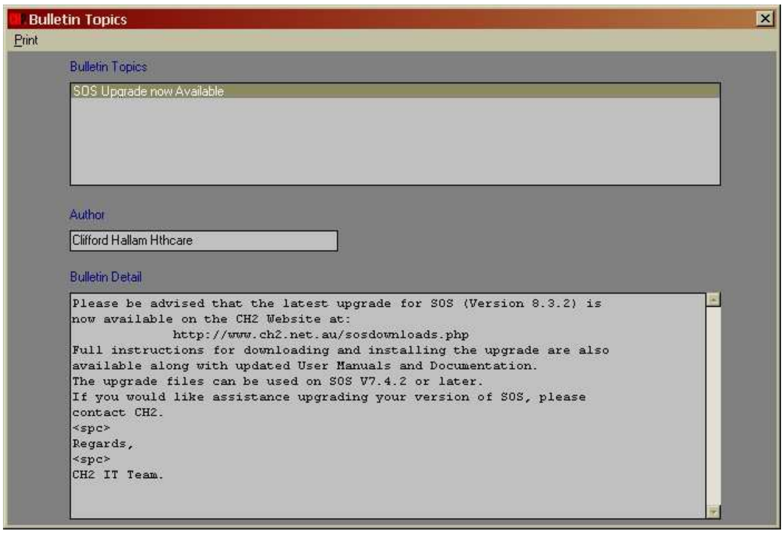


The SOS module will now load as shown below. You are now connected 'online' to CH2.





2. The Bulletin Board



Once you are logged in to SOS, the first online screen to appear will be the 'Bulletin Board'. SOS users can advertise items of interest. (The Bulletin Board is similar to a Trading Post.)

Click on any of the Bulletin Topics to view the details of that topic. The details of the message will then be displayed, usually with contact details.

To print out any of these bulletins click on the topic, then click 'Print' on the menu bar at the top of the screen. To exit Bulletin Topics click 'X' at the top right of the screen.

NOTE: *CH2 uses the Bulletin Board to keep customers informed of various topics such as stocktakes, stock Issues (i.e. manufacturing problems, pack size changes, product recalls etc.) and Public Holiday closures.*

3. The Main Menu



The Main Menu appears on the right hand side of the screen after you have exited the Bulletin Board. All functions can be accessed by clicking on the facility required OR by using the functions keys on your keyboard.

Keyboard Functions

- F1 – Allows users to place orders while on-line or to access a standing or suspended order.
- F2 – Displays orders previously placed in SOS on this PC.
- F4 – Create standing orders on-line.
- F5 – Displays ordering history. Ie: Orders Received, Outstanding Orders and Backorders.
- F6 – Product enquiry screen will display Availability and Pricing.
- F7 – Displays your purchase history and create history reports.
- F8 – A list of telephone help contacts for CH2
- F9 – Usage statistics for SOS. Shows number of connections, number of orders per month, average order value etc.
- F10 – View current Bulletin topics and create new Bulletin topics.

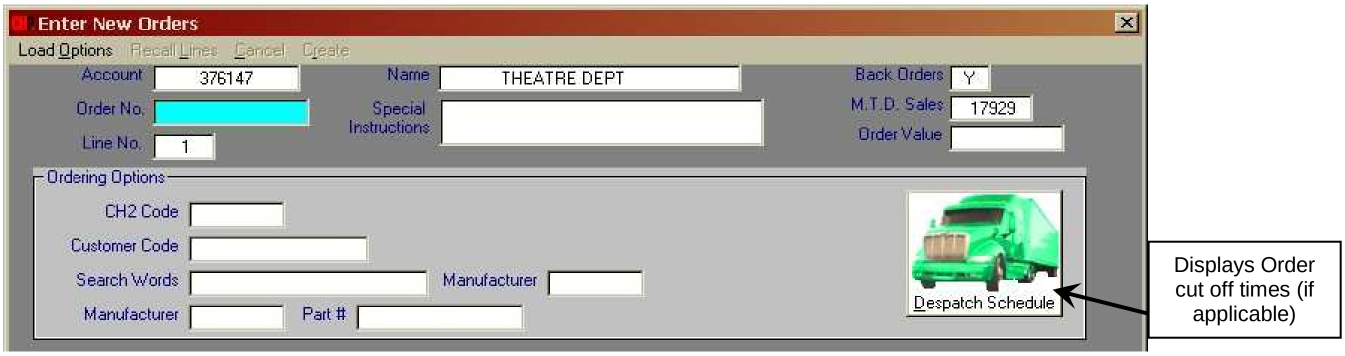
4. Entering New Orders (Online)



Click the 'Enter New Orders (F1)' button or press F1 on your keyboard. You can enter orders with the keyboard, import orders from an Excel spreadsheet or add orders via a 'Standing Order'. In all cases, any additional product information such as 'Obsolete by Manufacturer', 'Item on Backorder', 'Buy on Demand' etc. will be displayed via a message box if necessary.

4 a. Enter an Order with the Keyboard

When you select 'Enter New Orders' the screen below will be displayed. If you have more than one account on SOS, choose the account that you wish to order for from the list. The cursor will be in the 'Order No' field, highlighted in blue. Use the Tab key to move from one field to another, or click into the appropriate field with the mouse.

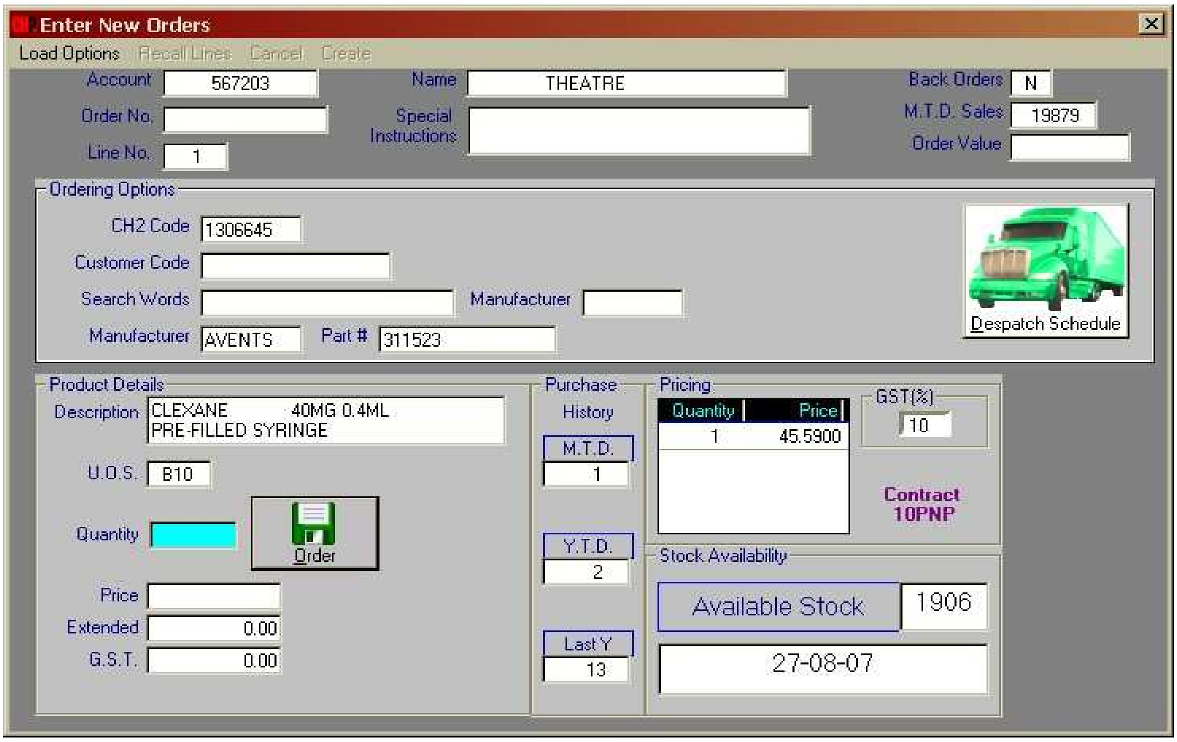


Enter a purchase order number (up to 10 characters) into the 'Order No.' field. If you don't use order numbers, enter your name, the date or a combination of both. This number is for your reference. Type any delivery instructions into the 'Special Instructions' field. Using these fields is OPTIONAL.

Next, search for the products that you need to order. There are 3 options to search for products:

1. CH2 Product Code ***2. Product Description*** ***3. Manufacturer Part No.***

1. CH2 Product Code - If you have the seven (7) digit CH2 product code, type this into the 'CH2 Code' field, press enter or click the 'Search' button. If you use the correct CH2 Code, the product will automatically appear. Below is an example of the order screen once a code has been entered.



2. Product Description – Type a product description into the 'Search Words' field, press enter or click the 'Search' button. A list of products containing that word will appear in alphabetical order. Scroll through this list to find the product you require and click on that product to add it to the order.

NOTE: Once the quantity has been typed in, the search results will reappear. If you need to search for a different product, click into the 'Search Word' box, and type in a new description.

Search Type Options (used to narrow down your searches):

- **Soundex –** *Will display items with descriptions that "sound like" the search word you typed in. Try to use complete words when using Soundex. Best used when searching for Medical Products or Generic Pharmaceuticals.*
- **Direct –** *Only displays an exact match of what has been typed in. Best used when searching for Pharmaceutical Brand names. Partial product descriptions can be used.*





More tips to narrow down your product searches:

- Use brand names where possible (eg: "CUTIFILM", "SPINOCAN", "MAXOLON" etc).
- When using 'Soundex', use extra details such as "GLOVE EXAM" or "SYRINGE 5ML".
- Enter a manufacturer abbreviation into the 'Manufacturer' field highlighted in blue above. The back of this manual has a comprehensive list of manufacturer abbreviations.

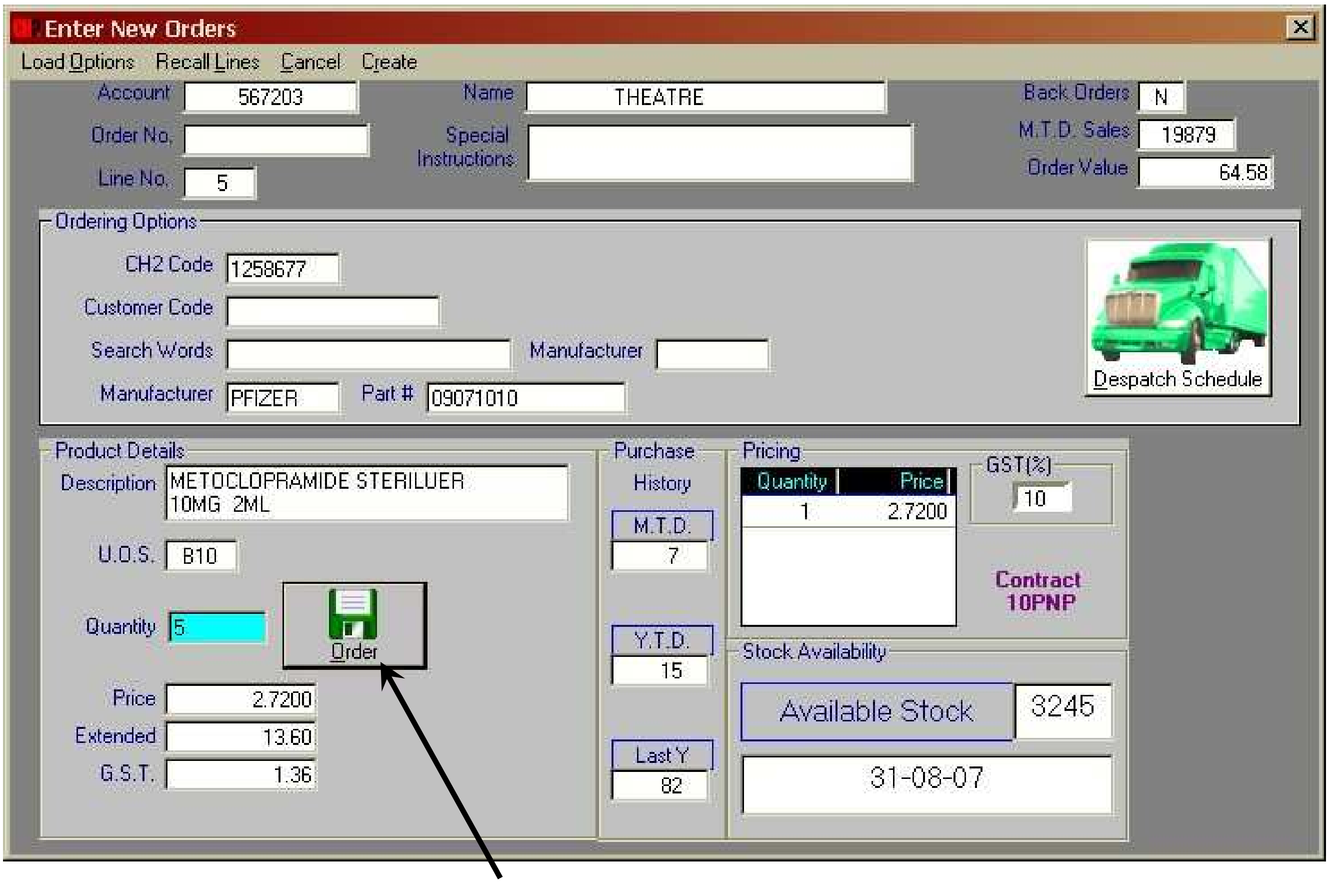
3. Manufacturer Code - Enter a manufacturer abbreviation (as listed in the back of this manual) into the 'Manufacturer' field. Press enter or click the 'search' button and a list of products made by that Manufacturer will appear in alphabetical order. Scroll through this list until the product you require is displayed. Click on that product to add it to the order.

In some cases, adding the manufacturer's part number into the 'Part #' field as well will show the correct item immediately. Please note that manufacturer part numbers do change regularly and may not be the same as the numbers stored in our database.

Entering Orders with the Keyboard (cont)

Once you have selected the correct product, Description, Unit of Sale (UOS), Price, Available Stock and next delivery date to CH2 will be displayed as per the screen below. Any additional product information will be displayed via a message box if necessary.

Type the quantity you wish to order into the 'Quantity' field highlighted in blue. Note of the UOS (Unit of Sale) field to ensure you order the correct quantity. The extended price will be displayed.

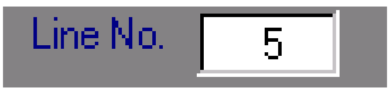


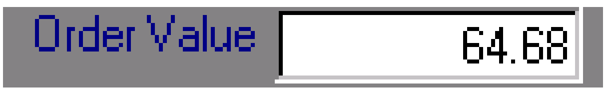
To order the item click the 'Order' button, or press Enter on the keyboard.

If you already have a product on Backorder, this is indicated below the description as shown at right.



As each item is added to the order, you will notice that the line number and order value fields at the top left and right of this screen will increase as shown below.





Continue adding lines to your order in the manner described until your order is complete. Your order can now be reviewed or sent to CH2 as detailed in sections 5 and 6 of this manual.

4 b. Importing Orders from Excel Spreadsheets

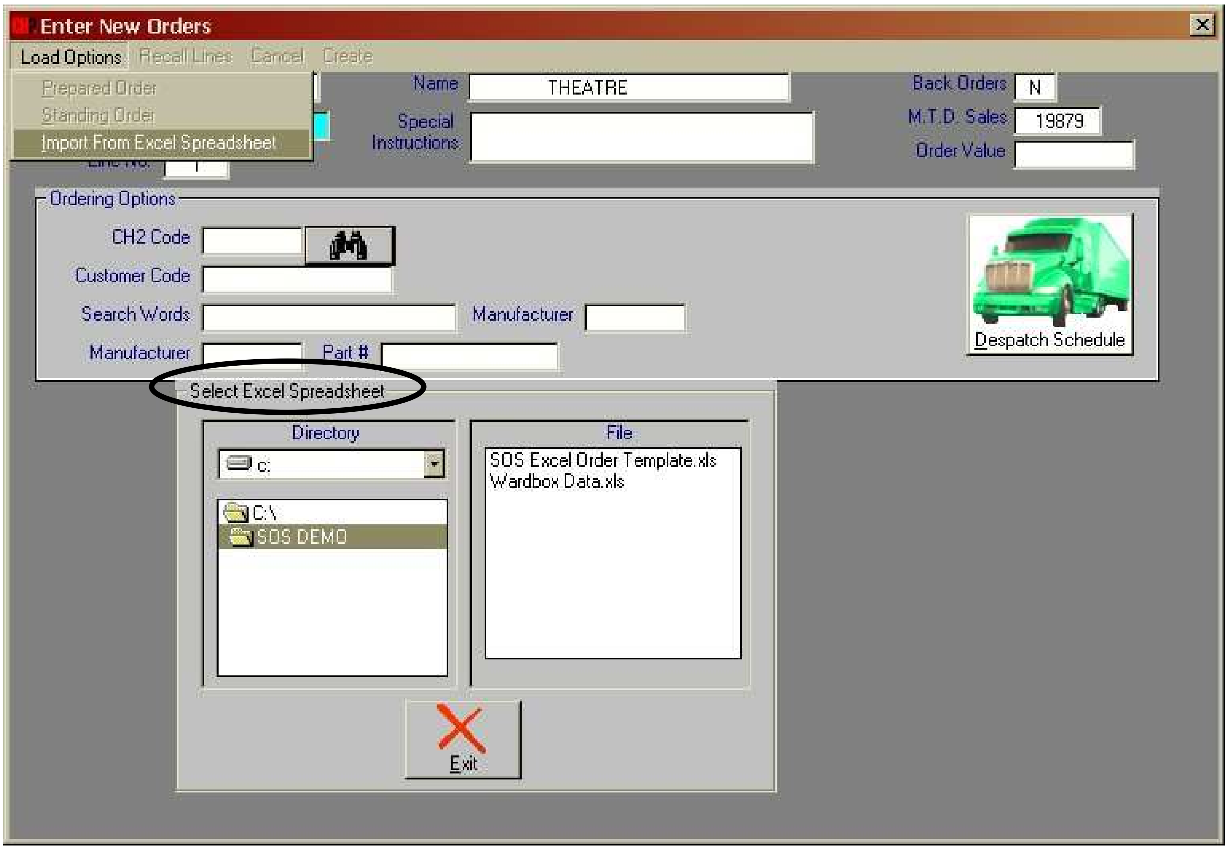
Save a spreadsheet in the following format. The top of column ‘A’ needs to be titled ‘Product’ and the top of column ‘B’ needs to be titled ‘Quantity’. Add the CH2 codes and the quantities you wish to order as per the example below. Other columns in the spreadsheet may contain any data.

Once this Spreadsheet has been saved, you can upload it to SOS.

	A	B	C	D	E	F
1	**Product**	**Quantity**	**Description**	**Manufacturer**	**UOM**	**Location**
2	1383426	3	VIRAMUNE TAB 200MG 60	BHRNGI-VIR200	EA	**A01**
3	1758340	1	STOPPER COMBI RED LUER LOCK	PHRMTL-61100175	C2000	**A02**
4	1122745	4	SINEQUAN CAP 25MG 50	ALPHRM-25SIN50BP	EA	**A03**
5	1350907	1	SINEMET CR TAB 200MG/50MG 100	MSD-7497500	EA	**B01**
6	1044226	1	DANTRIUM CAP 25MG 100	PFIZER-05030025	EA	**B02**
7	1567973	1	EPREX PFS 3,000IU	JNSCLG-73170	B6	**C01**
8	1045962	5	DEXAMETHASONE SODIUM PHOSPHATE AMP 4MG 1ML	MAYNEP-2085B	B5	**D01**
9	1750953	1	GRAVITY VARIOLINE SET	PHRMTL-61100159	B30	**D02**
10	1425985	20	HIRUDOID CREAM 20G	KEY-4401	EA	**D03**

Open ‘Enter New Orders’ as previously described, select your account if necessary and click ‘Load Options’ from the menu bar. Select the ‘Import from Excel Spreadsheet’ option.

From the ‘Select Excel Spreadsheet’ menu (circled below), find the directory on the left where your Excel order has been saved. From the file menu on the right, click on the spreadsheet that contains your order to upload it. SOS will process the order and display any extra product information if necessary. Once the order is uploaded, additional items can be added with the keyboard. Your order can now be reviewed or sent to CH2 as detailed in sections 5 and 6 of this manual.



4 c. Add Orders using a Standing Order

To add an order into SOS using a Standing Order, please refer to section 9a of this manual.

5. Amending Your Order

You can review and amend your order at any time during order entry by clicking ‘Recall Lines’ at the top of the screen. This opens the ‘Items On Order’ screen shown below. To cancel the entire order, click ‘Cancel’.



5 a. Making Changes to your Order

To change the quantity on order, click on the product you wish to change. Type a new quantity into the ‘Change Quantity’ field and click ‘Update’. Entering zero (0) into this field deletes the item from your order altogether and displays the message ***LINE CANCELLED***. When you have finished your amendments, click the ‘Exit’ button to return to the ‘Enter New Orders’ screen.



Line	Product	Description	U.O.S.	Quantity	Price	Extended	Tax	B/Ord
1	1258677	METOCLOPRAMIDE STERILUER 10MG 2ML	B10	5	6.3261	31.63	3.16	0
2	1256695	SYRINGE HYPO L/SLIP 2/3ML C/N LATEX FREE ST SU	B100	3	6.7850	20.36	0.00	0
3	1256679	SYRINGE HYPO L/SLIP 10ML ECC N ST SU	B100	3	12.6500	37.95	0.00	0
4	1519317	SWAB SKIN CLEANSING ALCOHOL WEBCOL 2-PLY STERILE	B200	10	4.4891	44.89	0.00	0
5	1459605	PANADOL SUSP COLOUR FREE 200ML 5-12 YEARS 240MG/5ML	EA	5	11.3742	56.87	5.69	0

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5 b. Saving your Order to an Excel Spreadsheet

You can download your order details to an Excel spreadsheet from the ‘Recall Lines’ screen. Simply click the ‘Excel File’ option on the menu bar. This opens Excel on your computer and downloads the order into a new spreadsheet.

As the order is now in Excel format, you can format, save, cut and paste the spreadsheet any way you wish. These spreadsheets can be emailed to a colleague or used to create an order form, make a pricelist, do a stocktake etc.

If you would just like a printout of your order before sending it to CH2, simply click ‘Print’ from the menu bar.

5 c. Suspending Your Order

Exiting ‘Enter New Orders’ while halfway through an order will ‘suspend’ that order. This means that the order is saved for future recall. You can suspend an order as many times as you wish, saving you the need to enter an order all at one time. You can, however, only work on one order at a time.

To continue the order from where you left off, reopen ‘Enter New Orders’. You can make additions or amendments as needed, create or cancel the order.

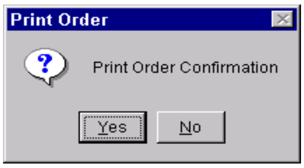
6. Send Your Order to CH2 (Create)

When your order is complete, you may send the order to CH2 by clicking 'Create' from the menu bar.





When you click 'Create', you will be asked to confirm that you wish to send the order to CH2 as shown at right. If you click 'OK', your order will be sent to CH2 and no further changes can be made via SOS. If you do not wish to send the order at this time, click 'Cancel' to return to the order. If this option is not active, contact your CH2 representative.



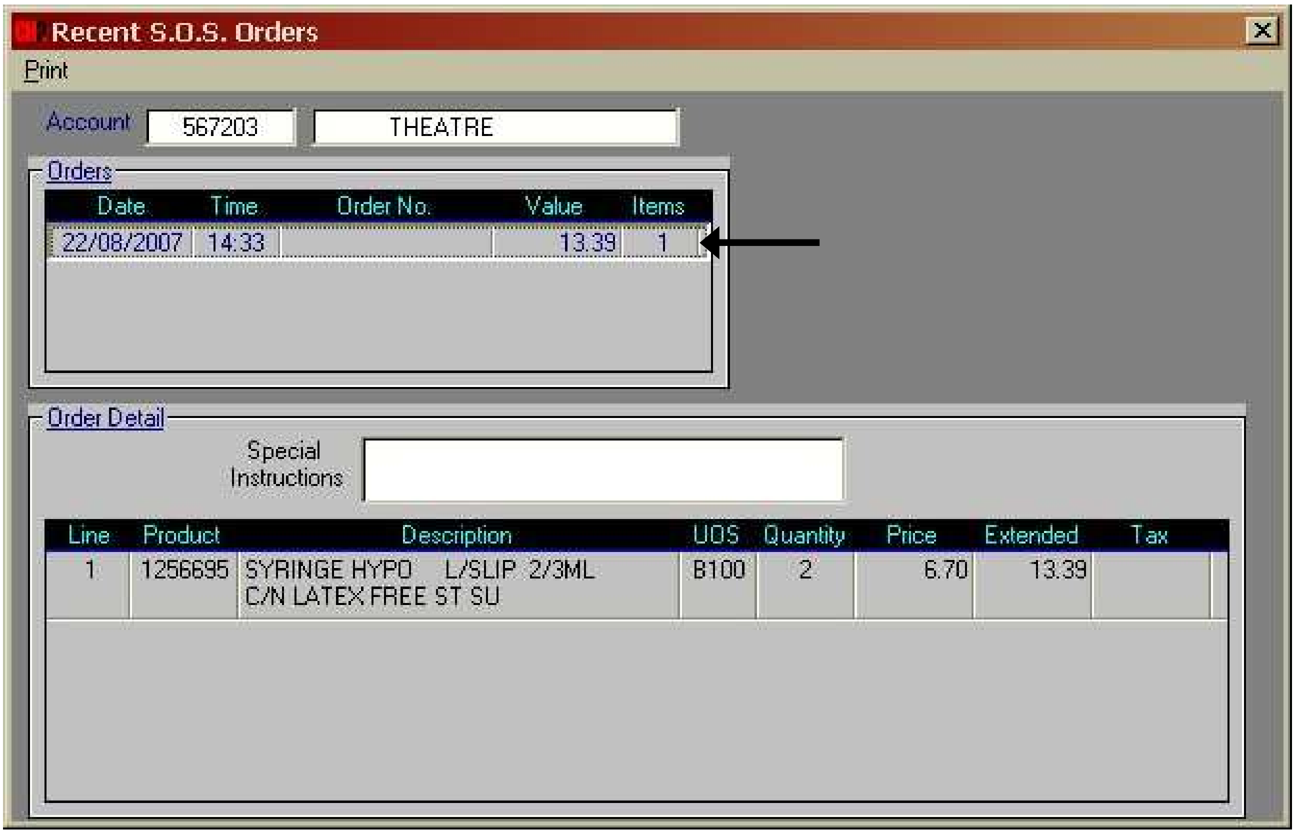
You will then be asked if you wish to print the order for your records as shown at right. Click 'Yes' or 'No' as required. The order details on your screen will be cleared ready for your next order.

A note on product messages: *The 'Buy on Demand' message indicates that CH2 does not stock the item due to low usage. CH2 will only supply these items on request and on a 'no returns' basis. To avoid any delay, it may be worthwhile searching for an alternative item in SOS.*



7. Recall Recent Orders

'Recall Recent Orders' will redisplay orders created in SOS, from the last few weeks that have been placed on that computer,. Select 'Recall Recent Orders' from the main menu, click a line in the 'Orders' box and the order details will be displayed. To view orders that have been sent from another computer, use 'Current Open Orders' as described in section 10 of this manual. Orders placed by phone or fax can also be viewed using 'Current Open Orders'.



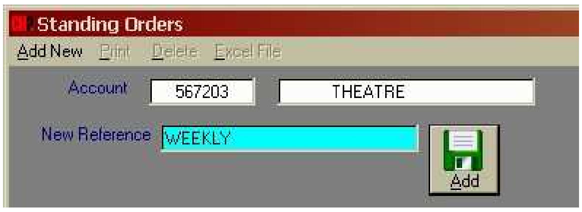
8. Creating Standing Orders



SOS gives you the option to set up standing orders. This allows you to create an order template that you can open in the order entry screen, saving you time in finding and keying in the codes of the products you regularly purchase.

From the main menu, click the 'Standing Orders (F4)' button. The screen shown at right will be displayed.

Enter a reference for your standing order into the 'New Reference' field such as 'Weekly', 'Monthly', 'Pharmacy' etc. Click the 'Add' button.



NOTE: You cannot put the same product on the same order twice but you can create multiple standing orders. The same product can then be placed on several different orders.

You now need to add items and quantities to the Standing Order. You can either add Items individually or import items from an Excel Spreadsheet (refer to next page).

1. Add Items Individually

Click the 'Add Item' button, type in the product code and press enter.

If you do not have the product code, type a description into the 'Search Word' field and select the product from the list (similar to section 4a)

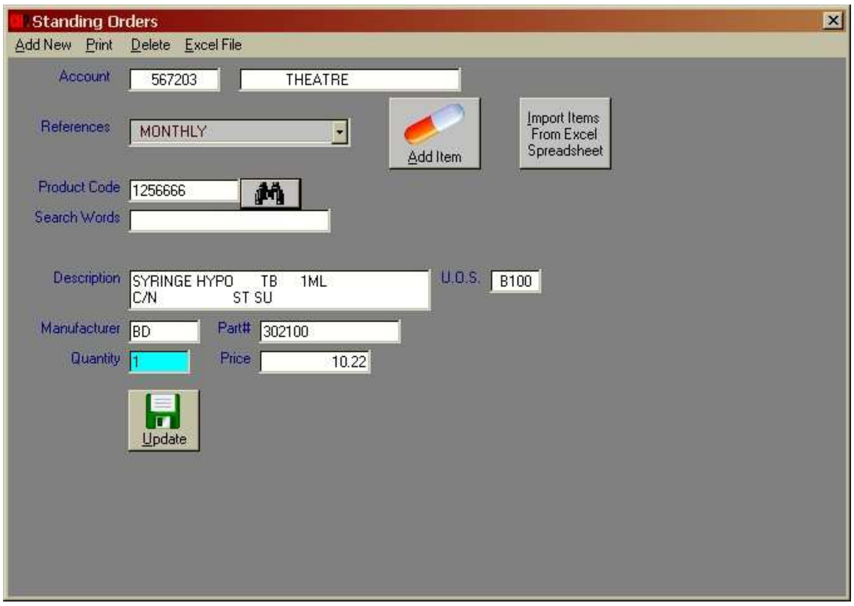
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Next, enter the quantity for that product. You have two options:

a. You can set up the standing order with specific quantities that you regularly order. These standing orders are loaded via the 'Enter New Orders' screen (refer to section 9a of this manual).

b. You can set up the standing order with zero quantities against each product. These orders are loaded from the 'Offline' menu (refer to section 9b). You choose the quantity on each new order.

When the quantity has been entered, click the 'Update' button. Items on the standing order will be displayed as shown at right.





Continue adding items to the standing order using the 'Add Item' button until you have entered all the products you need. There is no limit to the amount of products you can have on a standing order.

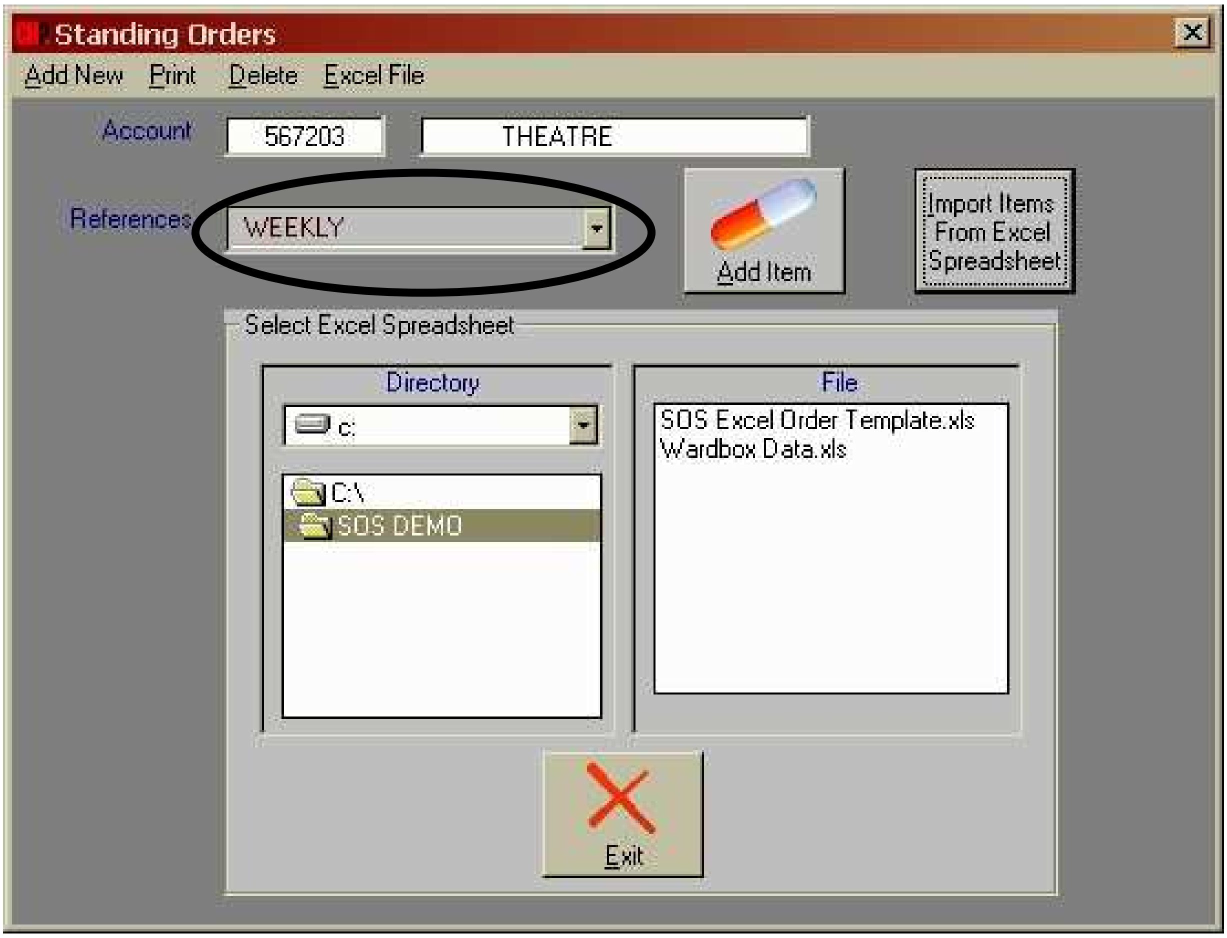
2. Import from an Excel Spreadsheet

Save a spreadsheet in the following format. The top of column 'A' needs to be titled 'Product' and the top of column 'B' needs to be titled 'Quantity'. Add the CH2 codes and the quantities you wish to place on the standing order as per the example below. Other columns in the spreadsheet may contain any data.

Once this Spreadsheet has been saved, you can upload it to SOS.

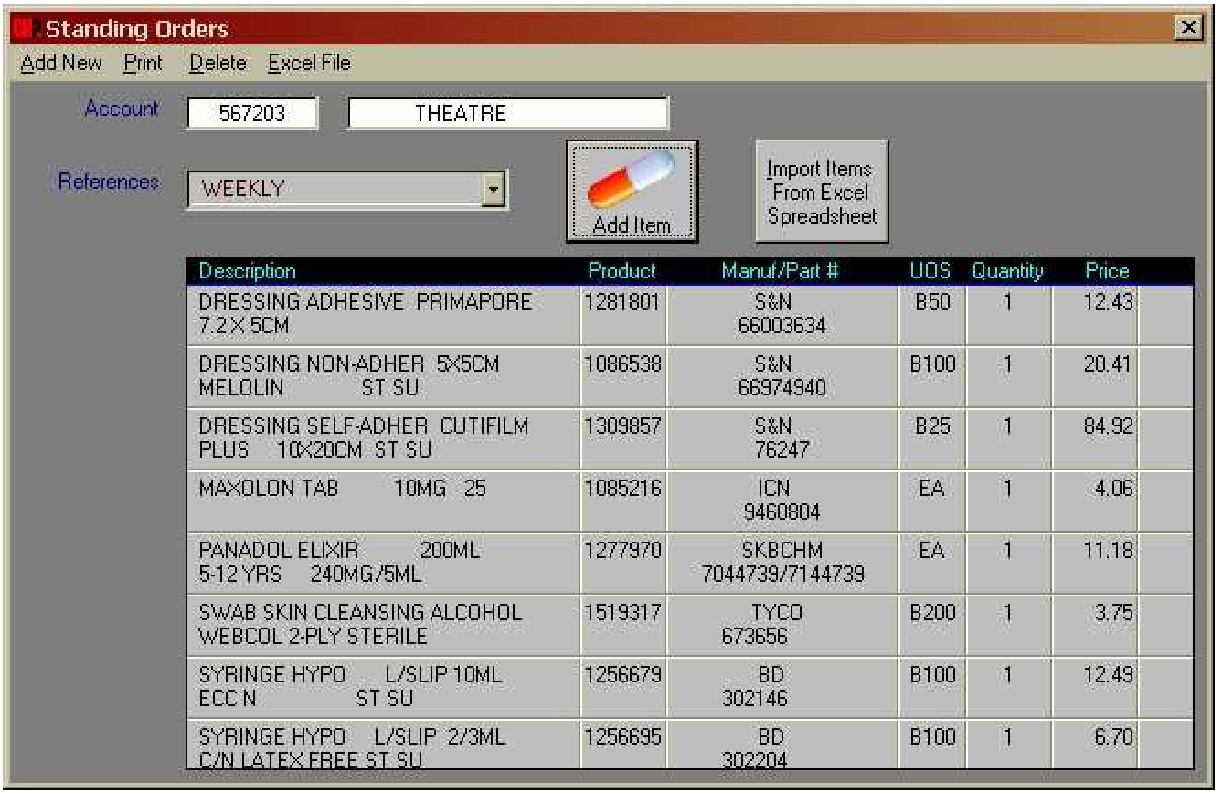
	A	B	C	D	E	F
1	**Product**	**Quantity**	**Description**	**Manufacturer**	**UOM**	**Location**
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9	1750953	1	GRAVITY VARIOLINE SET	PHRMTL-61100159	B30	**D02**
10	1425985	20	HIRUDOID CREAM 20G	KEY-4401	EA	**D03**

Open the Standing Orders screen. Select an order from the drop down menu (circled) and click the 'Import Items From Excel Spreadsheet' button. Under 'Directory', navigate to the location where the Excel Spreadsheet with the Standing Order has been saved. Under 'File' click on the appropriate Spreadsheet and SOS will start importing the Standing Order.



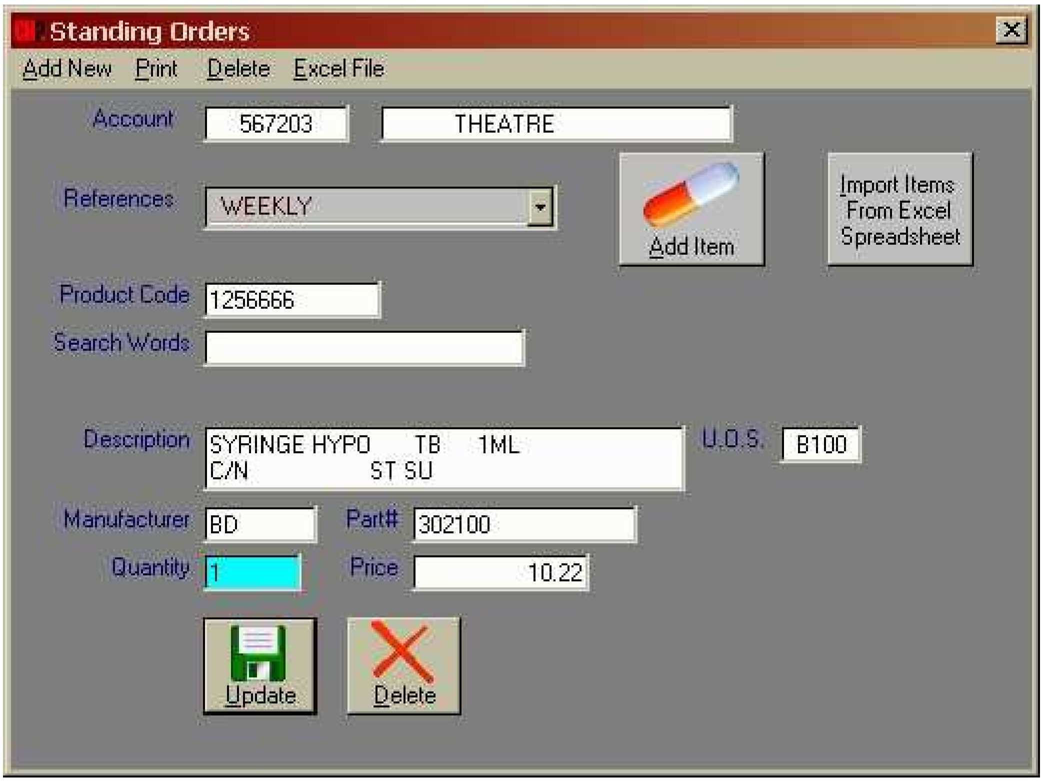
After the spreadsheet has been imported, you can add other items to the Standing Order if required. Simply click the 'Add Item' button and follow the directions on the previous page.

Once your standing order is complete, the screen should look something like that displayed below. Standing orders will be saved in alphabetical order when you exit the screen.



To make changes to a Standing Order, click on a product, change the quantity and click the 'Update' button. Remove the product by clicking the 'Delete' button.

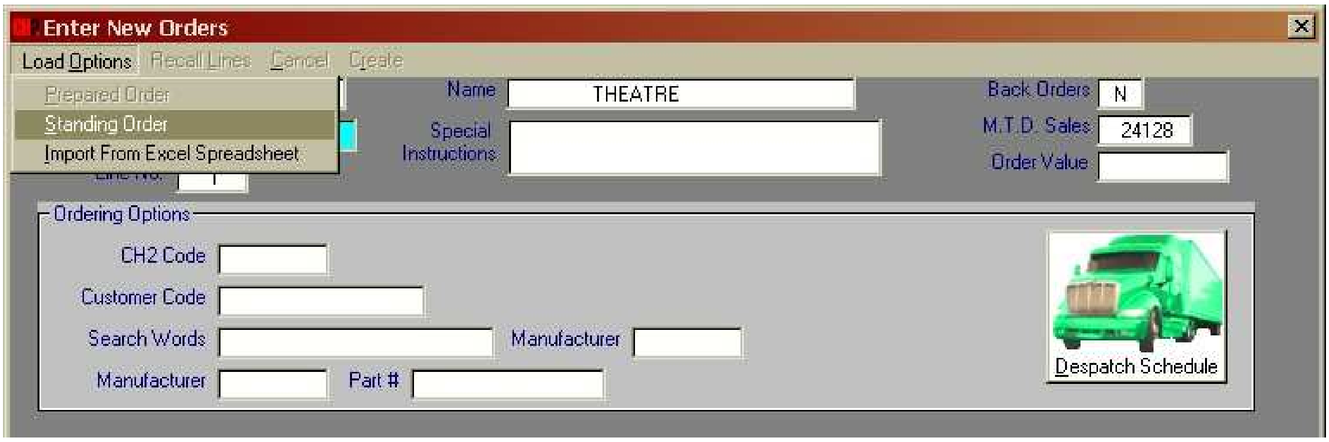
There are several options on the menu bar. You can 'Print', export to Excel using 'Excel File' and start a new Standing order with the 'Add New' option. The 'Delete' option removes the entire Standing Order. You can alter your Standing Order at any time from the 'Standing Orders' screen.



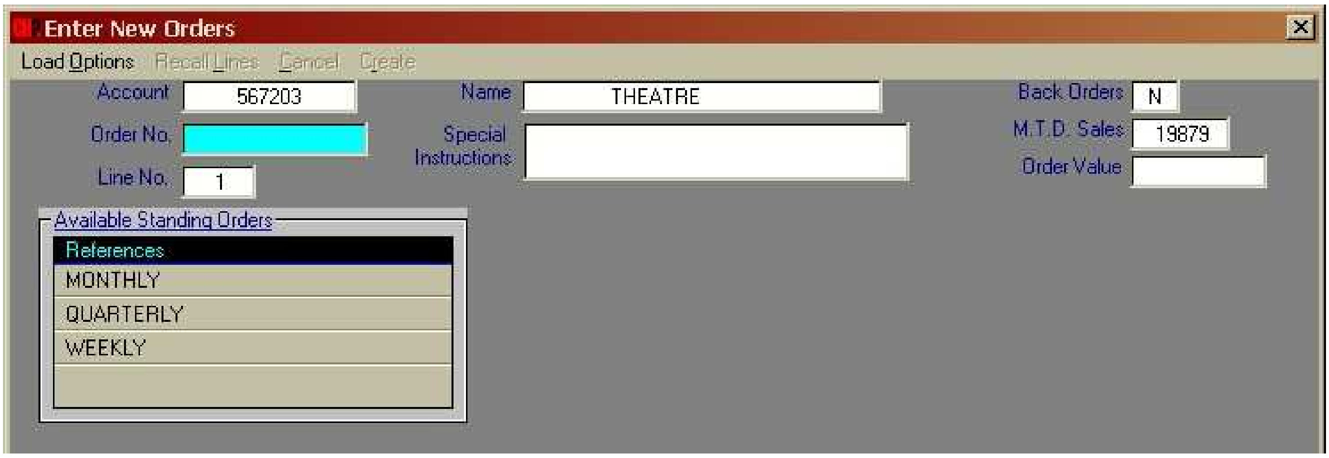
9. Using a Standing Order

9 a. Prepare an order using a standing order with quantities

Standing orders that have been created using quantities are loaded online from the order entry screen. Login to SOS and select ‘Enter New Orders’ from the Main Menu. Click ‘Load Options’ from the menu bar and select the ‘Standing Order’ option.



All Available Standing Orders will be displayed. Click on the one you wish to load.



SOS will check the current price and availability of each product as the standing order is loaded. As the order is loading, you will notice the ‘Line No’ and ‘Order Value’ increasing. Additional product information such as Obsolete by Manufacturer / Buy on Demand etc. will be displayed via a message box if necessary. Click ‘OK’ to continue loading the order.

You will be prompted when your order is loaded with the dialogue box shown at right. Click ‘OK’. Now you can treat this as a normal order. Products can be added or removed and quantities changed (refer to sections 4 and 5 of this manual).

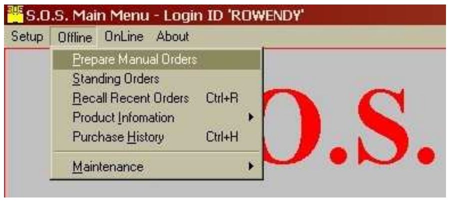


When you are satisfied with the order, click on ‘Create’ on the menu bar to send the order to CH2. Select ‘Cancel’ if you wish to delete the entire order.

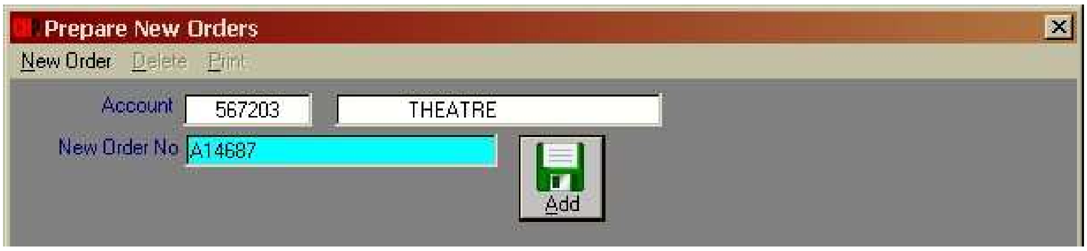
NOTE: Any changes made to a Standing Order in the ‘Enter New Orders’ screen are not permanent. To make permanent changes to a Standing Order, select ‘Standing Orders’ from the Main Menu and make your changes as described in section 8.

9 b. Prepare an order using a standing order with zero quantities

To create an order using a Standing Order with zero quantities, you will need to use the 'Offline' options in SOS. Make sure you are not connected online to SOS (i.e. not logged in). If you are, click 'Online' and 'Disconnect'. Now select 'Offline' from the menu bar and 'Prepare Manual Orders'.



On the following screen type in your purchase order number ***(mandatory)*** and click the 'Add' button.



Next. click 'Add Standing Order' and select the standing order you wish to load from the list.

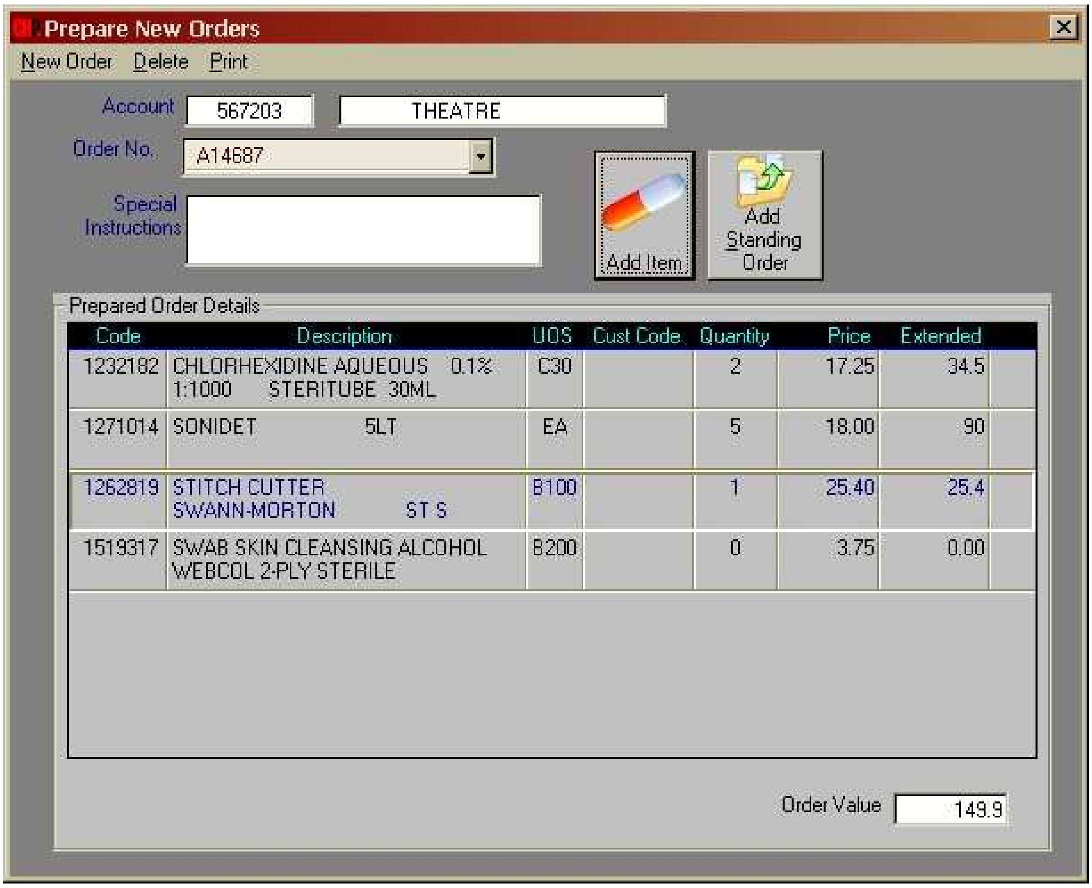


You can now start creating an order from the list of products on the Standing Order. Click on the description of each product you wish to order or click the 'Select All' button to add all products.

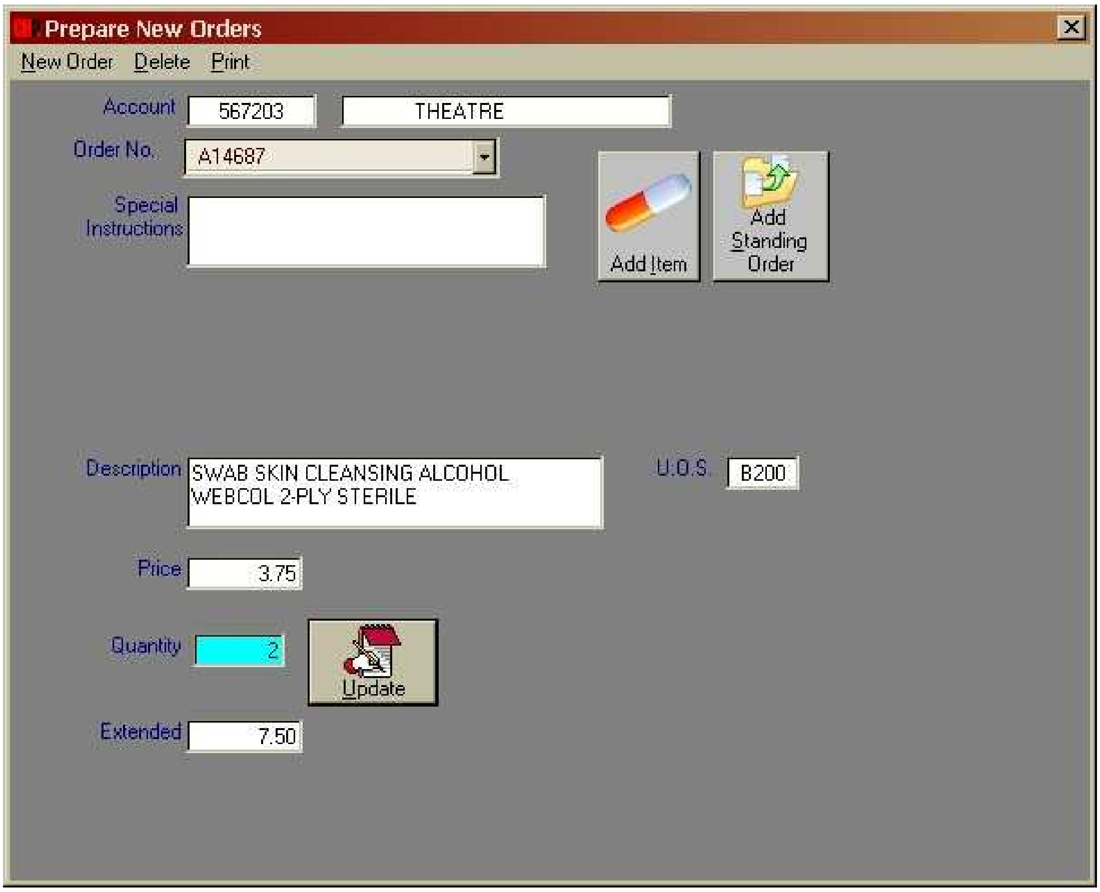


Once you have selected all the products to be ordered, click the 'Add To Order' button.

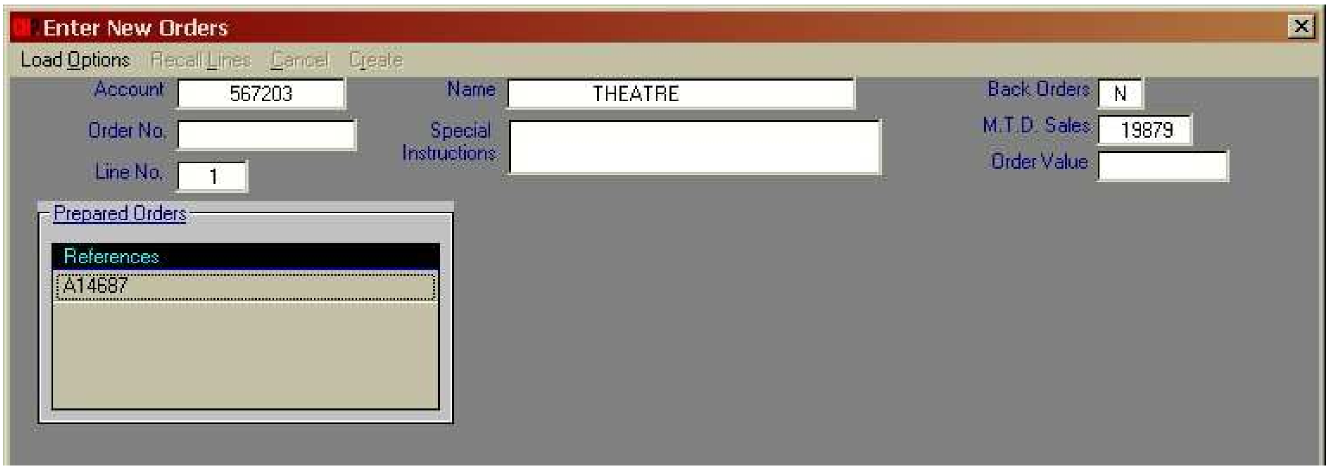
The screen shown below will appear. Next step is to type in the quantity required for each product.



Click on a product, type in the quantity and click ‘Update’. Repeat this step until every product has a quantity. You can also type a short message into the ‘Special Instructions’ field if required. Exit this screen when finished. You are now ready to send this order to CH2.



Connect to CH2 and select 'Enter New Orders' from the Main Menu. A 'Prepared Orders' reference box will appear with the order number you have been working on listed. Click the order number and SOS will process the order, checking the latest availability and pricing in the same way as loading a standing order with quantities would.



When the order is loaded, the dialogue box shown below will appear. Click on 'OK' to continue.



This can now be treated as a normal order. Products can be added or removed and quantities changed (refer to sections 4 and 5 of this manual).

When you are satisfied with the order, click 'Create' on the menu bar to send the order to CH2, or 'Cancel' if you wish to delete the entire order.

NOTE: Any changes made to a Standing Order in the 'Enter New Orders' screen are not permanent. To make permanent changes to a Standing Order, select 'Standing Orders' from the Main Menu and make your changes as described in section 8.

10. Current Open Orders



Current Open Orders shows your purchase order history with CH2 for the last 6 to 12 months. This screen lets you view any order whether it has been placed by phone, fax or SOS. You can also track the progress of current purchase orders through the CH2 system from order entry to despatch.

10 a. Current Open Order Options

Select 'Current Open Orders' from the main menu, click 'Options' on the menu bar and select one of the following reports:



1. **All Orders** - Displays all orders placed in the last 6 to 12 months. May take several minutes to load.
2. **Not Yet Supplied** - View the status of outstanding orders from order entry through to despatch in the CH2 system. Backorders and Credits are also displayed. Credits have a negative quantity.
3. **On Backorder** - Display all current backorders and EDD's (Estimated Dates of Delivery) if available.
4. **Specific Order No** - Searches for orders by your purchase order number.
5. **Specific Invoice** - Searches for orders by our invoice number.
6. **Specific Product** - Searches for orders using the CH2 product code.

Example of a report using 'Specific Invoice' as the search criteria.



10 b. Backorder Reports using Current Open Orders

Select ‘On Backorder’ from ‘Options’ to view all your current backorders. Selecting ‘Not Yet Supplied’ will also show your current backorders along with the status of outstanding orders and credits. An example of a search using ‘Not Yet Supplied’ is shown below. Click ’Print’ to print the report.



Use the ‘Display Sequence’ options to display orders by date or item description. Use the scrollbars to view more details such as quantity shipped, Unit Price and EDD (Estimated Delivery Date).

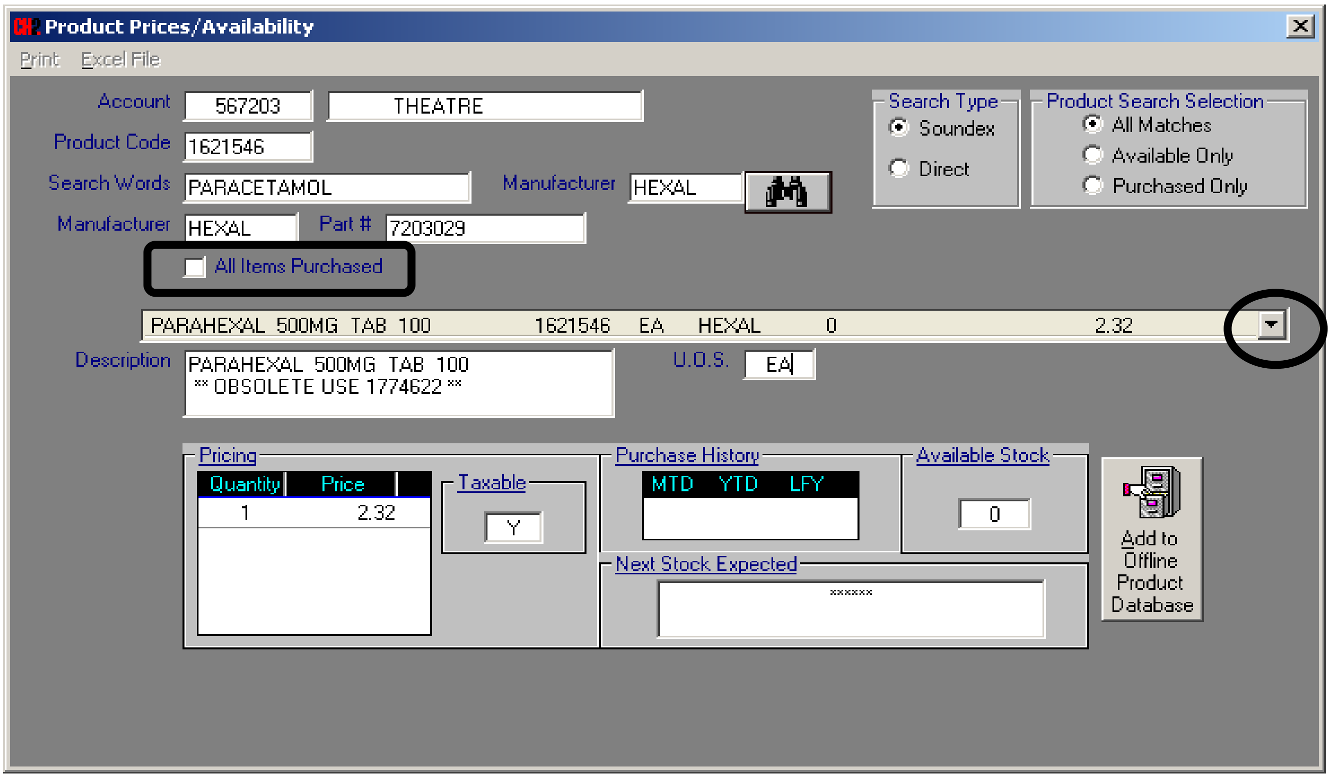
Refer to the table below for an explanation of the various messages in the ‘Status’ column:

ORDER STATUS DESCRIPTIONS	
DESCRIPTION	**MEANING**
Enter Sales Order	Allocated - Order entered and ready to print at cut-off time
Print Pickslips	On-Pick – Order has printed in CH2 warehouse
Shipment Confirmation	Reconciled – Goods have been picked ready for despatch
Print Invoice	Shipped – Invoice printed. Goods are leaving warehouse
Sales / Journal Update	Received – Order completed and goods received by customer
Backorder in S/O Entry	Backorder – No stock available when order was created
Backorder in Commitments	Backorder – No stock available when pick slip printed
Backorder in Ship Confirm	Backorder – No stock available when goods where picked
Added as Sub / Ass Item	Product has been substituted
Cancelled in Order Entry	Order has been cancelled
Cancelled By Substitute	Product has been cancelled or substituted

11. Product Availability & Pricing



You may check product availability and pricing without going into the order entry screen, preventing the risk of accidentally placing an order. From the main menu, select ‘Product Availability/Pricing’.



This screen works in a similar way to the ‘Enter New Orders’ screen. As well as the usual search criteria of Product code, Search Words and Manufacturer, you can narrow the search by using the options in ‘Product Search Selections’ as listed below:

- **All Matches** – Displays all products based on your search criteria.
- **Available Only** – Displays only products that are currently in stock.
- **Purchased Only** – Displays only products that you have purchased from CH2.

You can also print your product search or export it to Excel using the options on the menu bar. To view product details as shown above, click on the desired product (the ‘Print’ and ‘Excel file’ options will no longer be available). Return to the search list by clicking the drop down arrow (circled). To search for a different product, click back into the ‘Search Words’ field and type in a new search word.

When the ‘Add to Offline Database’ button appears, you can click on it to copy the selected product’s information to the offline database. If it is a Pharmaceutical product, the Generic name will also be copied to the Offline Database.

11 a. Creating a Pricelist

Another function of the ‘Product Availability and Pricing’ screen is the ability to produce a current pricelist based on your purchase history. Select the ‘All Items Purchased’ option below the manufacturer field and click the search button. SOS will find the current price of all items you have purchased in the last 2 financial years. You may then print this list or export it to Excel as required.



12. Purchase History

Use this option from the main menu to view your Purchase History. SOS can show your purchase history by product code, description, manufacturer or product category. A complete list of all items purchased and your total expenditure by month over 12 months can also be produced. These reports can be viewed on screen, printed or exported to an Excel Spreadsheet.

12 a. Purchase History by Product





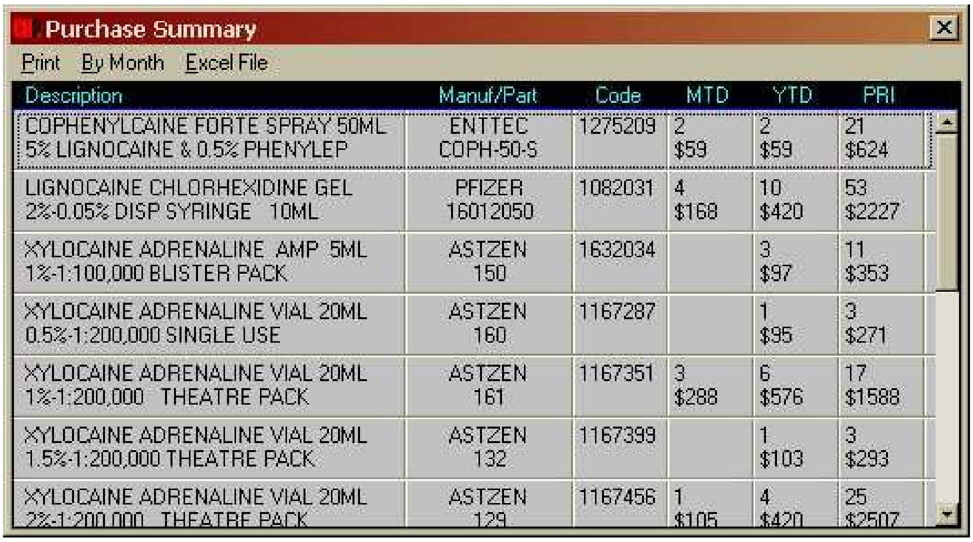
Select 'Purchase History' from the main menu and select the appropriate account (if prompted).

Select 'Enquiries' from the menu bar and click 'By Product'. The data selection fields will be displayed.

As with other screens, search for a product by Product Code, Description, or Manufacturer. In this example we have searched for Product Description 'Lignocaine'.

You can sort the report by description or manufacturer by using the options in the 'Sequence' box at the bottom right of the screen. When you have finished making your selections, click the 'Search' button, or press enter on the keyboard.

The resulting 'Purchase Summary' report is shown at right. It includes month to date (MTD), year to date (YTD), and prior year (PRI). Yearly history is shown by financial year (July to June). Products are listed in alphabetical order. This report may be printed or exported to Excel by using the options on the menu bar.

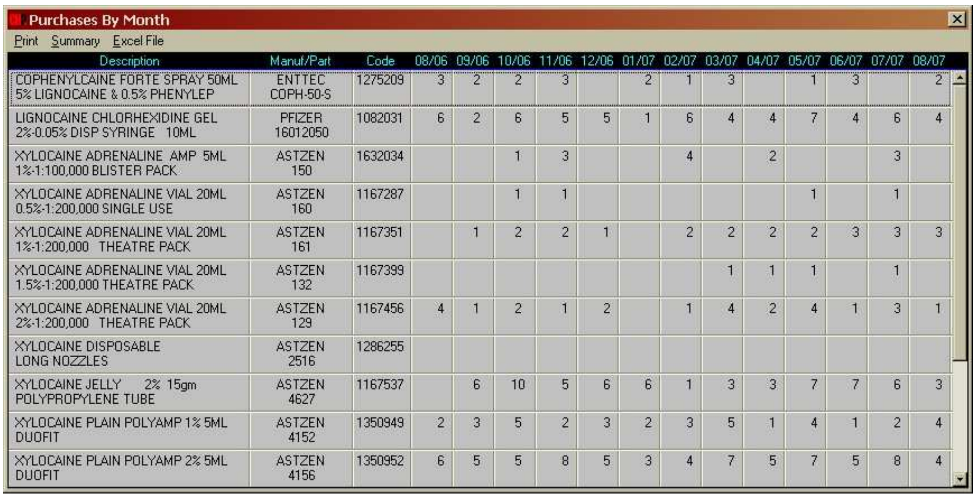


Purchase Summary

Print By Month Excel File

Description	Manuf/Part	Code	MTD	YTD	PRI
COPHENYLCAINE FORTE SPRAY 50ML 5% LIGNOCAINE & 0.5% PHENYLEP	ENTTEC COPH-50-S	1275209	2 $59	2 $59	21 $624
LIGNOCAINE CHLORHEXIDINE GEL 2%-0.05% DISP SYRINGE 10ML	PFIZER 16012050	1082031	4 $168	10 $420	53 $2227
XYLOCAINE ADRENALINE AMP 5ML 1%-1:100,000 BLISTER PACK	ASTZEN 150	1632034		3 $97	11 $353
XYLOCAINE ADRENALINE VIAL 20ML 0.5%-1:200,000 SINGLE USE	ASTZEN 160	1167287		1 $95	3 $271
XYLOCAINE ADRENALINE VIAL 20ML 1%-1:200,000 THEATRE PACK	ASTZEN 161	1167351	3 $288	6 $576	17 $1588
XYLOCAINE ADRENALINE VIAL 20ML 1.5%-1:200,000 THEATRE PACK	ASTZEN 132	1167399		1 $103	3 $293
XYLOCAINE ADRENALINE VIAL 20ML 2%-1:200,000 THEATRE PACK	ASTZEN 129	1167456	1 $105	4 $420	25 $2507

Selecting the 'By Month' option on the menu bar will display the quantity purchased month by month over the last 12 months. You may also print or export this report to Excel by using the options on the menu bar. Click 'Summary' to return to the above report.



Purchases By Month

Print Summary Excel File

Description	Manuf/Part	Code	08/06	09/06	10/06	11/06	12/06	01/07	02/07	03/07	04/07	05/07	06/07	07/07	08/07
COPHENYLCAINE FORTE SPRAY 50ML 5% LIGNOCAINE & 0.5% PHENYLEP	ENTTEC COPH-50-S	1275209	3	2	2	3		2	1	3		1	3		2
LIGNOCAINE CHLORHEXIDINE GEL 2%-0.05% DISP SYRINGE 10ML	PFIZER 16012050	1082031	6	2	6	5	5	1	6	4	4	7	4	6	4
XYLOCAINE ADRENALINE AMP 5ML 1%-1:100,000 BLISTER PACK	ASTZEN 150	1632034			1	3			4		2			3	
XYLOCAINE ADRENALINE VIAL 20ML 0.5%-1:200,000 SINGLE USE	ASTZEN 160	1167287			1	1						1		1	
XYLOCAINE ADRENALINE VIAL 20ML 1%-1:200,000 THEATRE PACK	ASTZEN 161	1167351		1	2	2	1		2	2	2	2	3	3	3
XYLOCAINE ADRENALINE VIAL 20ML 1.5%-1:200,000 THEATRE PACK	ASTZEN 132	1167399								1	1	1		1	
XYLOCAINE ADRENALINE VIAL 20ML 2%-1:200,000 THEATRE PACK	ASTZEN 129	1167456	4	1	2	1	2		1	4	2	4	1	3	1
XYLOCAINE DISPOSABLE LONG NOZZLES	ASTZEN 2516	1286255													
XYLOCAINE JELLY 2% 15gm POLYPROPYLENE TUBE	ASTZEN 4627	1167537		6	10	5	6	6	1	3	3	7	7	6	3
XYLOCAINE PLAIN POLYAMP 1% 5ML DUOFIT	ASTZEN 4152	1350949	2	3	5	2	3	2	3	5	1	4	1	2	4
XYLOCAINE PLAIN POLYAMP 2% 5ML DUOFIT	ASTZEN 4156	1350952	6	5	5	8	5	3	4	7	5	7	5	8	4

Exit this report to select different criteria for a new report.

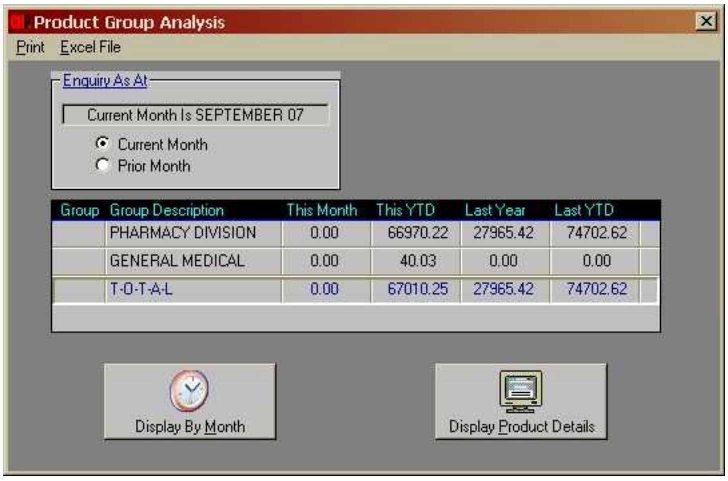
12 b. Purchase History for All Products

Select 'Purchase History' from the main menu and select the appropriate account (if prompted).

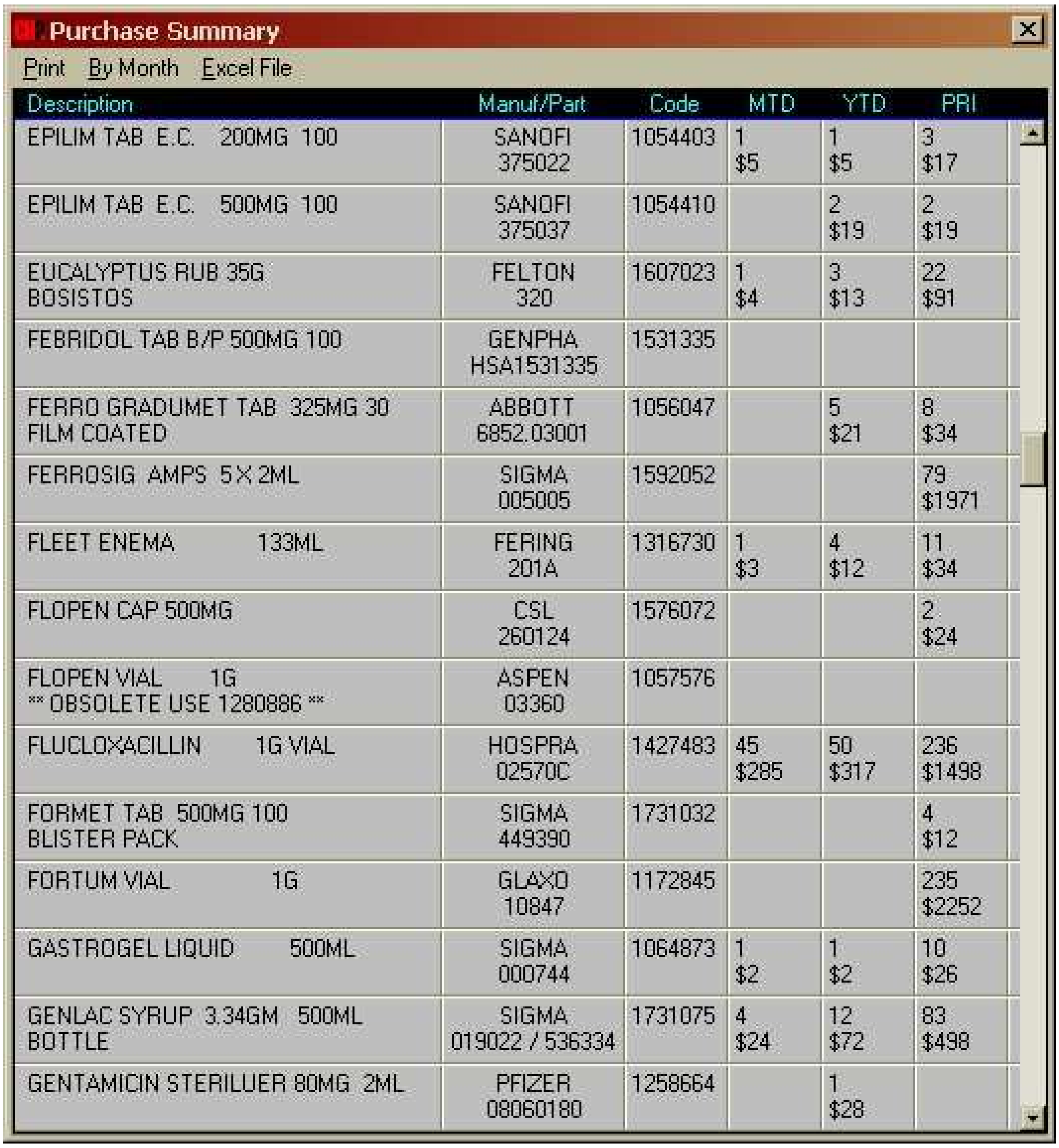


Select 'Enquiries' from the menu bar and click 'By Product Group'. Select 'Current Month' or 'Prior Month' and click the 'Search' button.

The 'Product Group Analysis' report shown at right will appear. This will display your purchases by CH2 product group.



To display a list of all products purchased in the last 2 financial years as shown below, select 'T-O-T-A-L' and click 'Display Product Details'. Selecting a single product group will display the purchase history for that group only. This report is useful for keeping track of your purchases and creating you own order forms or pricelists.



Description	Manuf/Part	Code	MTD	YTD	PRI
EPILIM TAB E.C. 200MG 100	SANOFI 375022	1054403	1 $5	1 $5	3 $17
EPILIM TAB E.C. 500MG 100	SANOFI 375037	1054410		2 $19	2 $19
EUCALYPTUS RUB 35G BOSISTOS	FELTON 320	1607023	1 $4	3 $13	22 $91
FEBRIDOL TAB B/P 500MG 100	GENPHA HSA1531335	1531335			
FERRO GRADUMET TAB 325MG 30 FILM COATED	ABBOTT 6852.03001	1056047		5 $21	8 $34
FERROSIG AMPS 5 X 2ML	SIGMA 005005	1592052			79 $1971
FLEET ENEMA 133ML	FERING 201A	1316730	1 $3	4 $12	11 $34
FLOPEN CAP 500MG	CSL 260124	1576072			2 $24
FLOPEN VIAL 1G ** OBSOLETE USE 1280886 **	ASPEN 03360	1057576			
FLUCLOXACILLIN 1G VIAL	HOSPRA 02570C	1427483	45 $285	50 $317	236 $1498
FORMET TAB 500MG 100 BLISTER PACK	SIGMA 449390	1731032			4 $12
FORTUM VIAL 1G	GLAXO 10847	1172845			235 $2252
GASTROGEL LIQUID 500ML	SIGMA 000744	1064873	1 $2	1 $2	10 $26
GENLAC SYRUP 3.34GM 500ML BOTTLE	SIGMA 019022 / 536334	1731075	4 $24	12 $72	83 $498
GENTAMICIN STERILUER 80MG 2ML	PFIZER 08060180	1258664		1 $28	

Select 'By Month' from the menu bar of the previous report to display the quantity purchased month by month over the last 12 months. Click 'Summary' to return to the report on the previous page. Both reports are displayed in alphabetical order.

Purchases By Month

Print Summary Excel File

Description	Manuf/Part	Code	08/06	09/06	10/06	11/06	12/06	01/07	02/07	03/07	04/07	05/07	06/07	07/07	08/07
EUCALYPTUS RUB 35G BOSISTOS	FELTON 320	1607023			4	3	2	3	4	3	2		1	2	1
FEBRIDOL TAB B/P 500MG 100	GENPHA HSA1531335	1531335													
FERRO GRADUMET TAB 325MG 30 FILM COATED	ABBOTT 6852.03001	1056047	1			1		4			2			5	
FERROSIG AMPS 5X2ML	SIGMA 005005	1592052	45												
FLEET ENEMA 133ML	FERING 201A	1316730	3									6	2	3	1
FLOPEN CAP 500MG	CSL 260124	1576072													
FLOPEN VIAL 1G ** OBSOLETE USE 1280886 **	ASPEN 03360	1057576													
FLUCLOXACILLIN 1G VIAL	HOSPRA 02570C	1427483	14		18	8	33	38	13	9	39	32	14	5	45
FORMET TAB 500MG 100 BLISTER PACK	SIGMA 449390	1731032													
FORTUM VIAL 1G	GLAXO 10847	1172845	94												
GASTROGEL LIQUID 500ML	SIGMA 000744	1064873			1	2			1	2	1	1	1		1
GENLAC SYRUP 3.34GM 500ML BOTTLE	SIGMA 019022 / 536334	1731075	5	1	10	7	9	8	5	10	12	5	8	8	4

You may also produce a report that details your expenditure month by month for the last 12 months. From the 'Product Group Analysis' report on the previous page, click the 'Display by Month' button. The report shown below will be displayed.

As usual, all of these purchase history reports can be printed or exported to Excel by using the options on the menu bar.

Purchases By Month

Print Excel File

	Month	Y-T-D
MAY 04	36777.74	36777.74
JUNE 04	44095.34	80873.08
JULY 04	46126.09	46126.09
AUGUST 04	37327.06	83453.15
SEPTEMBER 04	40621.33	124074.48
OCTOBER 04	38052.47	162126.95
NOVEMBER 04	32215.22	194342.17
DECEMBER 04	45336.21	239678.38
JANUARY 05	29817.01	269495.39
FEBRUARY 05	36277.97	305773.36
MARCH 05	41851.62	347624.98
APRIL 05	37416.32	385041.30
MAY 05	28455.43	413496.73

12 c. Download the Product Database.

The option allows you to download your sales history database to your PC. This will give you access to your purchase history without having to login to SOS. You will also be able to create orders, print labels, run reports and customise your product data without having to login to SOS. Refer to sections 17, 18 and 19 of this manual for detailed descriptions of these 'Offline' functions.

Select 'Purchase History' from the main menu. If prompted, select the account you wish to download a purchase history for, or select 'All Accounts'. When the 'Purchase History' screen is displayed, click 'Download Database' from the menu bar at the top of the screen.



The warning prompt 'This may take a while' will appear. Click on 'OK' to continue. The download will take up to three minutes, depending on the amount of items you purchase.







A message 'Updating Offline Product Details' will be displayed. When the download has finished, the 'Update Complete' dialogue box will be displayed. Click 'OK' to return to the main menu.

You now have a product database, based on your Purchase History, loaded on your PC to use while working 'Offline' (refer to section 17 of this manual for more information).

13. Telephone Help Contacts



Having trouble, need help? From the main menu, select 'Telephone Help Contacts' to access useful CH2 contact names and numbers. Select the 'Branch Office' and 'Department' you wish to contact from drop down menus. A list of relevant contact names and phone numbers will be displayed.



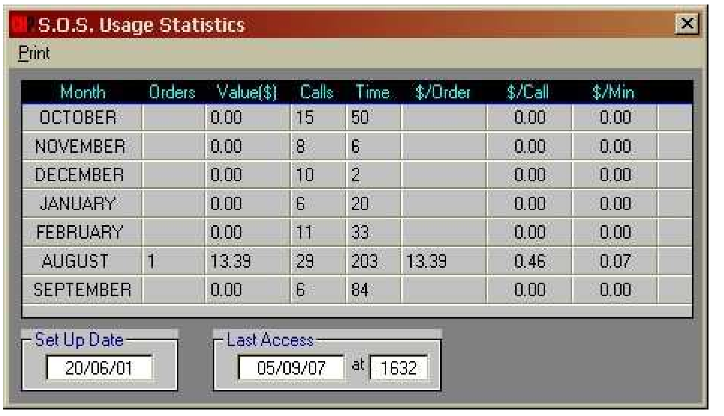


14. SOS Online Usage Report



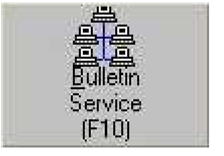
This screen records of how many times you have logged into SOS and for how long.

Select ‘Usage Statistics’ from the main menu. The screen at right displays the number of connections, connection time in minutes, number of orders placed and the average $ value. These monthly statistics are displayed only for the computer you are currently logged onto. It also shows the installation date and the last time you used SOS. You may ‘Print’ this report at any time.



Month	Orders	Value($)	Calls	Time	$/Order	$/Call	$/Min
OCTOBER		0.00	15	50		0.00	0.00
NOVEMBER		0.00	8	6		0.00	0.00
DECEMBER		0.00	10	2		0.00	0.00
JANUARY		0.00	6	20		0.00	0.00
FEBRUARY		0.00	11	33		0.00	0.00
AUGUST	1	13.39	29	203	13.39	0.46	0.07
SEPTEMBER		0.00	6	84		0.00	0.00

15. Using the Bulletin Board



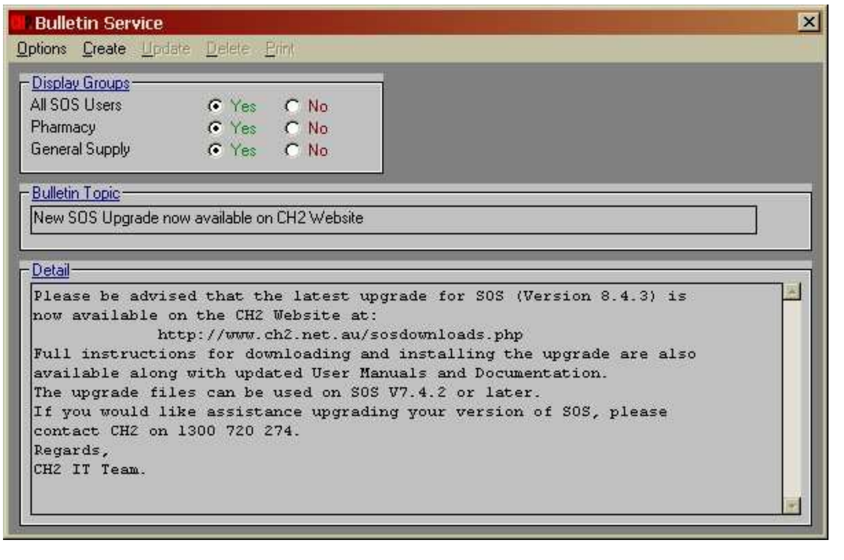
The ‘Bulletin Board’ is a simple system that allows a message of your choice to be seen by all SOS users each time they log in. This service is completely free!

Select ‘Bulletin Service’ from the main menu to display the screen below. Click ‘Options’ from the menu bar and select from the various options shown below.



To create a message, select ‘Add a New Bulletin’. Put a subject for your message into ‘Bulletin Topic’ and type your message into ‘Details’. Make sure you add your name and phone number (with area code) so that interested parties can contact you. When you have finished typing your message, click ‘Create’ on the menu bar. This will post your message to the Bulletin Board.

You can change or delete your message at any time by selecting ‘Review/Modify My Bulletins’ from the options list. Your message will be displayed for one month in SOS.



Look at other bulletins by selecting ‘View All Bulletin Topics’ from the options list.

The ‘Bulletin Board’ is most commonly used to advertise over ordered or short expiry stock for sale.

16. Log off SOS & Exit

Return to the main screen shown below. Select 'Online' from the menu bar at the top of the screen and click 'Disconnect from CH2'. You can then close SOS or minimise it to your taskbar. You may also minimise SOS while you are logged on. SOS will disconnect automatically after 30 minutes if there is no activity (i.e. key strokes or mouse clicks).



17. Offline functions in SOS

Many of the functions in SOS can be replicated without the need to connect online (or login). This is referred to as 'working offline'. A database, based on your purchase history, is downloaded to your computer so that you can prepare orders, search for products, view reports and print labels 'offline'. This offline product database can be customised with alternative descriptions, bin locations, GL codes and more. To access these functions, select 'Offline' from the menu bar of the SOS main screen.



When working offline, product searches can be done and orders prepared ***only*** for products in your offline product database. These are generally products you have previously purchased. To search for products that you have not purchased before, you will need to be logged into SOS. You can download the database as often as you like.

Refer to section 12c of this manual for instructions on downloading the offline product database.

18. The Offline Product Database

18 a. Display a Product List



To display a report listing the products in your 'Offline Database', open SOS ***(do not connect)*** and select 'Offline', 'Product Information', 'Product Database'. This will open the 'Product Database' screen shown below.

Click 'Options' from the menu bar and select 'Display Offline Database'.



The offline product database (shown below) is then displayed in alphabetical order. This report is a good reference to help you do your ordering and can help with stock takes.

If you would like purchase history information, you will need to go online. Refer to section 12 of this manual.



You may 'Print' this product list but be aware that this report may be quite large. If you would prefer to export a purchase history to Excel, refer to section 12 of this manual.

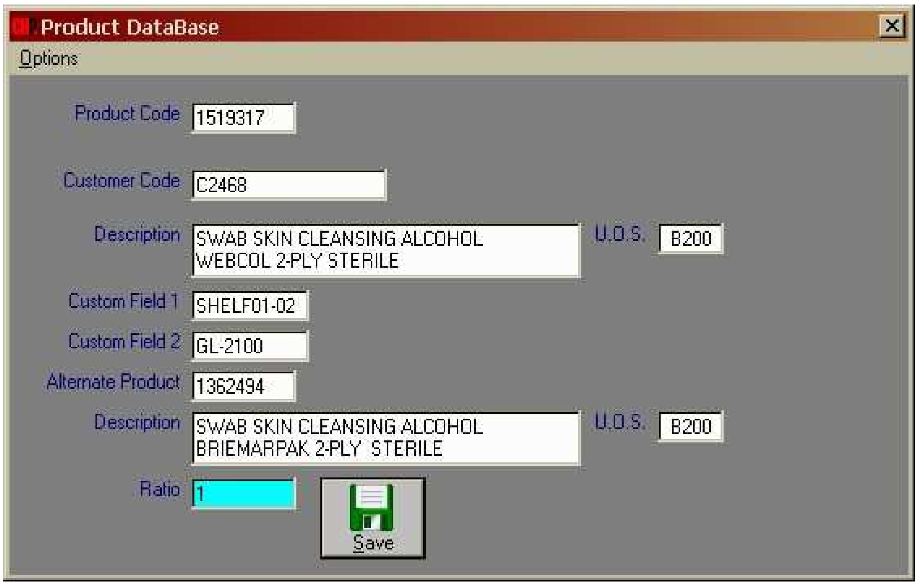
To customise a product with additional information, click on the product and you will be returned to the 'Product Database' screen. Add customised products information as per the next section.

18 b. Customising the Offline Product Database

Use the 'Customer Code' field to enter your systems product codes. Bin locations, GL codes etc. can be added into the two 'Custom Fields'. This information prints on your CH2 invoices.

You can setup substitute products in SOS using the 'Alternate Product' field. In this example, if code '1519317' is out of stock, SOS will substitute code '1362494' at a ratio of 1 to 1. The substitute items must also be in your offline product database. Refer to section 11 of this manual for instructions on how to add individual products to the offline product database.

When you have finished customising the product, click 'Save' at the bottom of the screen.



18 c. Entering Alternate or Generic Descriptions

You can give products alternative descriptions in the offline product database. The most common reason for doing this is to enter the Generic drug name against pharmaceutical items

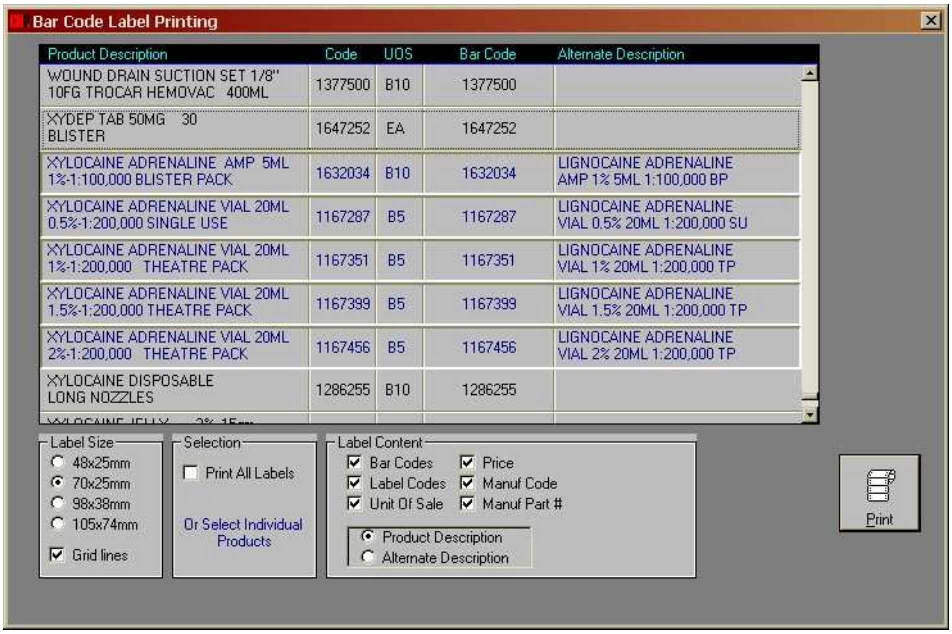
To access this screen, select 'Offline', 'Product Information' and 'Bar Coding'. From the 'Bar Code Maintenance' list, click the product you wish to amend. Type an alternative or generic description into the 'Generic Label Description' fields and click 'Save'. Repeat this process for each product you would like to amend. You now have the option to print this 'Generic Description' onto a product label.



18 d. Label Printing

To print product labels for your stores, click ‘Offline’, ‘Product Information’, ‘Label Printing’. The ‘Barcode Label Printing’ screen, shown below, will list all of the items in your offline product database.

There are several options at the bottom of the screen to select label size, label content, whether to print the labels with grid lines (useful for printing onto plain paper. You can also select whether to print the product or alternate (generic) description on the label. Select the options by clicking in the white check boxes.



Labels can be selected individually by clicking products on the list or you can select ‘Print All Labels’. Once all details are selected, click the ‘Print’ button. Make sure you have the correct paper or labels in your printer. Recommended labels are Unistat 70 X 25mm, code 38931 or plain A4 paper.

19. Prepare a Purchase Order (Offline)

You can prepare an SOS order ‘Offline’ without having to connect to SOS. You will only need to go online to send the order to CH2. This is particularly useful for people using a dial up modem to connect to SOS. You can only prepare an offline order from products that are in your offline product database. Refer to section 12c of this manual for details on downloading an offline product database.

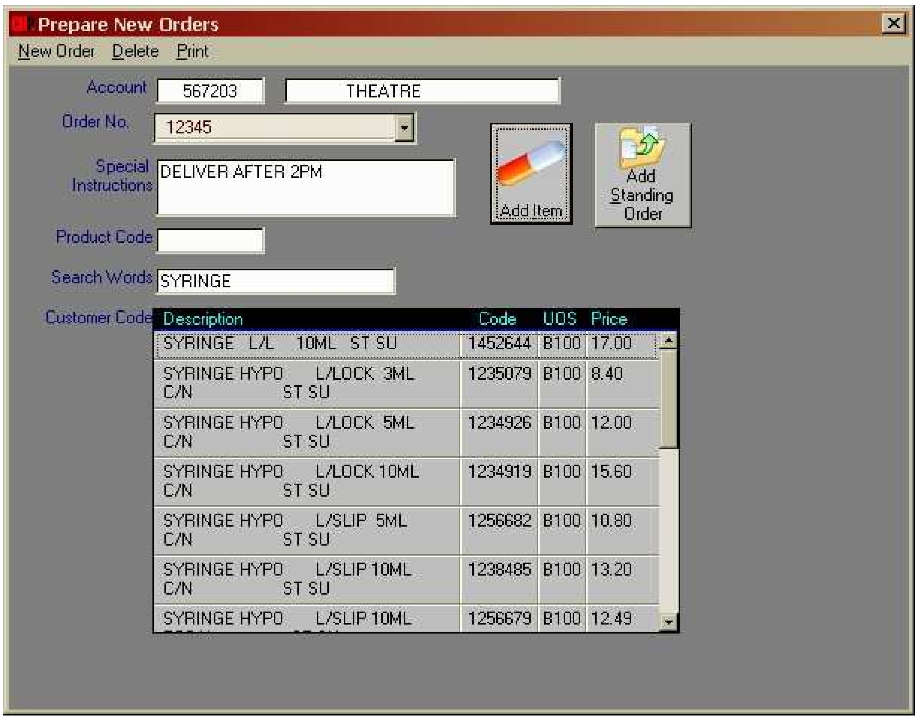
Select ‘Offline’ from the menu bar and click ‘Prepare Manual Orders’. Enter your purchase order number into the ‘Order No’ field and any delivery instructions into the ‘Special Instructions’ field.

NB: Entering an order number into the ‘Order No’ field is mandatory.

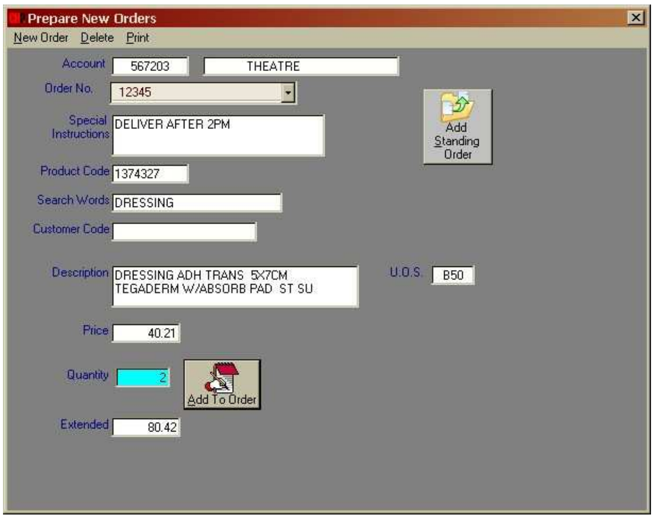
Start building your order by clicking the ‘Add Item’ button. To build an order using the ‘Add Standing Order’ button, refer to section 9 of this manual.

You can order products by using the product code or by entering product descriptions into the ‘Search Words’ field. In this example we entered ‘SYRINGE’ into the ‘Search Words’ field.

Click the search button to display all of the matching products from your offline product database. Select the item you wish to order by clicking on it.



Once you have selected an item, the 'Quantity' field will be highlighted. Enter the quantity you wish to order, click the 'Add to Order' button and you will be shown the list of products you have ordered so far. Continue adding products until the order is complete. Use the options on the menu bar to 'Print' or 'Delete' the current order or add a 'New Order'. Exit this screen when the order is complete.





To send this order to CH2, login to SOS (refer to section 1 of this manual) and select 'Enter New orders' from the main menu. You will notice a 'Prepared Orders' box in the 'Enter New Orders' screen shown at right. Select a prepared order reference to begin processing the order.

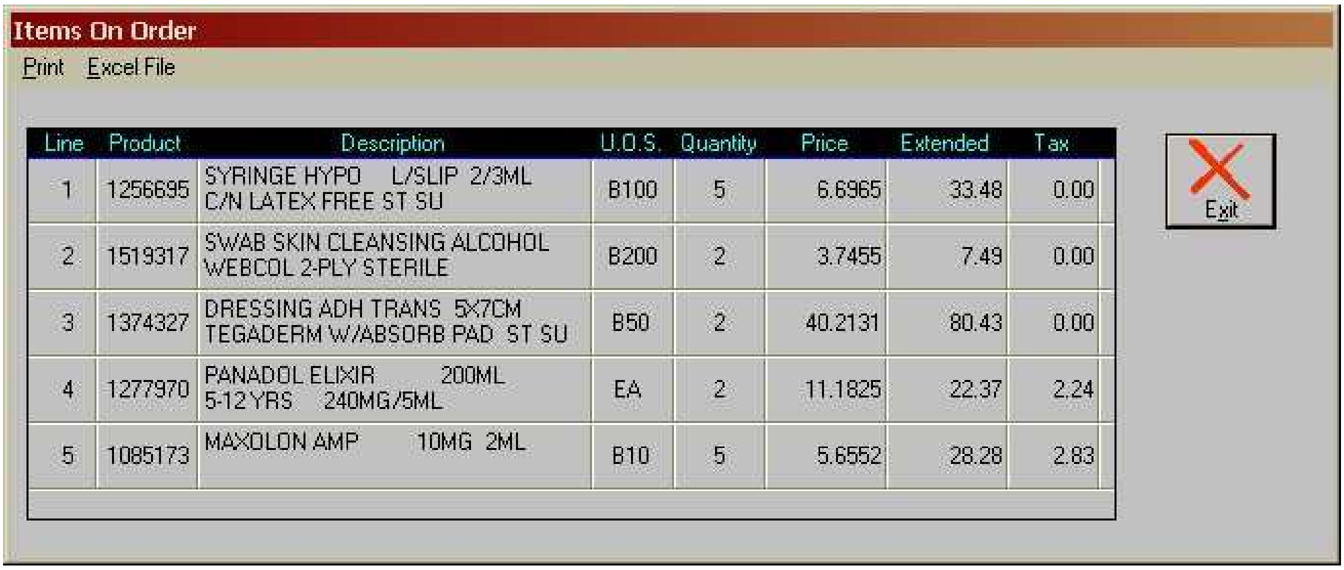


SOS loads each product to verify the price and availability. Additional product information will be displayed via a message box if necessary.

The 'Prepared Order Has Been Loaded' message box will appear. Click 'OK' to continue.



You can now treat this as a normal order. Select 'Recall Lines' from the menu bar to review the order and make amendments if required. Products can also be added to the order. Refer to sections 4 and 5 of this manual.



Click 'Create' from the menu bar to send this order to CH2 (refer to section 6 of this manual for more details). Once created the order details disappear from the screen ready for your next order.

20. CH2 Manufacturer Code List

As mentioned elsewhere in this Manual, the following is a list of our major manufacturers and our codes for reference when ordering and creating reports.

NOTE: The code to use in SOS is listed first, followed by the manufacturer name.

Code	Description	Code	Description	Code	Description
3M	3M AUSTRALIA PTY LTD	**ALLRGN**	ALLERGAN PHARM'CALS P/L.	**AUSTME**	AUSTMEL PTY. LTD.
3P	3P LIMITED	**ALLIED**	ALLIED HEALTH INDUSTRIES	**AUSTMS**	AUSTRALASIAN MEDICAL
3PLMLT	3PL MULTIGATE	**ALPHA**	ALPHA FIRST AID SUPPLIES P/L	**BAKELS**	AUSTRALIAN BAKELS P/L
3PLPHX	3PL PHARMATEX	**ABLE**	ALPHA REHABILITION EQUIP	**AUSCHA**	AUSTRALIAN CHALLENGE
MERCUR	A.& D. MERCURY PTY.LTD.	**ALPHRM**	ALPHAPHARM PTY LTD	**HENDI**	AUSTRALIAN HEALTHCARE HENDI
COSSOR	A.C.COSSOR & SON LTD	**ALTANA**	ALTANA PHARMA PTY LTD	**AUSLAB**	AUSTRALIAN LABORATORY
AGB	A.G.B.MANUFACTURING	**AMADA**	AMADA P/L	**AUSMUL**	AUSTRALIAN MULTIWALL
ALG	A.L.G. PTY. LTD.	**AMCOR**	AMCOR FLEXIBLES AUST	**ARCS**	AUSTRALIAN RED CROSS SOC
WILLIA	A.M.WILLIAMS (AUST) P/L	**AMGEN**	AMGEN AUSTRALIA	**AUSTRA**	AUSTRAMEDEX (VIC) LTD
API	A.P.I. SECURITY PTY LTD	**ANGASP**	ANGAS PARK FRUIT CO P/L	**AVERY**	AVERY DENNISON OFFICE PD AVERY
AARON	AARON MEDICAL IND. INC.	**ANSELL**	ANSELL INTERNATIONAL	**UNISTA**	AVERY DENNISON OFFICE PD UNIST
AAXIS	AAXIS PACIFIC	**3PLAPI**	API	**AVIALL**	AVIALL AUSTRALIA PTY LTD
SETON	AAXIS PACIFIC	**APIIND**	API LIMITED	**BRAUN**	B. BRAUN AUSTRALIA PTY LTD
ABBOTT	ABBOTT AUSTRALASIA P/L	**VITELL**	API LIMITED	**MACKIE**	B.J. MACKIE & CO (AUST)
ABBDIA	ABBOTT DIAGNOSTICS P/L	**ORBIS**	API/AMED (stock transfer)	**CENVIS**	B.M.L. CENOVIS
ABBNUT	ABBOTT NUTRITION	**AMED**	API/AMED MEDICAL SERVICE	**BSB**	B.S.B.PACKAGING PTY.LTD.
ABC	ABC TISSUE PRODUCTS	**APPLIE**	APPLIED AUSTRALIA PTY LTD	**BACTO**	BACTO LABORATORIES BACTO
ABCO	ABCO HEALTH CARE P/L	**APPMED**	APPLIED MEDICAL	**MULTI**	BACTO LABORATORIES MULTI
APLAST	ABLE PLASTICS	**APSD**	APS EQUIPMED P/L	**BANBRG**	BAINBRIDGE INT
ABSORB	ABSORBENT PRODUCTS	**APSM**	APS MEDICAL	**BAIN**	BAINBRIDGE INTERNATIONAL
ACMOB	AC MOBILITY P/L	**ARCHIB**	ARCHIBALD HONEY CO.	**BALDWI**	BALDWIN MEDICAL (AUST)
ACAN	ACAN PLASTICS	**IXL**	ARDMONA	**BANTEX**	BANTEX AUSTRALIA
ACCHLT	ACCANTIA HEALTH & BEAUTY	**ARDMON**	ARDMONA FOODS LIMITED	**BARD**	BARD AUSTRALIA PTY.LTD.
TWINLO	ACCO AUST LTD AC-85450 TWINLO	**ARLEC**	ARLEC AUSTRALIA LTD	**BARMED**	BAR-MED PTY.LTD.
ACCO	ACCO AUSTRALIA LTD	**ARNOTT**	ARNOTT'S BISCUITS LTD	**BAUER**	BAUR & HASELBARTH
VERBAT	ACCO AUSTRALIA LTD	**ARROW**	ARROW PHARMACEUTICALS LT	**BAUSCH**	BAUSCH & LOMB SURGICAL
ACCUTK	ACCUTEK MEDICAL SYSTEMS	**ARTCRA**	ART CRAFT ENGIN P/L	**BAXTER**	BAXTER HEALTHCARE P/L
ACTEL	ACTELION PHARMACEUTICALS	**ARTARM**	ARTARMON TOOL MANUF.	**BAYER**	BAYER
ACUNE	ACUNEEDS	**BAILEY**	ARTHUR BAILEY SURGICO PL	**BAYERD**	BAYER
ACUTE	ACUTE CARE SYSTEMS P/L	**SANDER**	ARTHUR SANDERSON VIC P/L	**MILES**	BAYER AUSTRALIA LTD
ADDIS	ADDIS AUSTRALIA PTY LTD	**ASHWD**	ASHWOOD PRODUCTS	**BAYPAC**	BAYPAC LABELS PTY LTD
ADL	ADL RESOURCES	**ASPECT**	ASPECT SCREEN PRINTING	**BEAD**	BEAD FOODS PTY LTD
ADMACI	ADMAC INDUSTRIES	**ASPEN**	ASPEN	**BD**	BECTON DICKINSON PTY LTD
TOP	ADMED HOSPITAL SUPPLIES	**ASSUT**	ASSUT	**ALLER**	BECTON DICKINSON PTY LTD ALLER
ADVLIF	ADVANCE LIFECARE	**ASTA**	ASTA MEDICA AUSTRALASIA	**BDF**	BEIERSDORF AUSTRALIA LTD
ADVMED	ADVANCED MEDICAL OPTICS	**ASTECH**	ASTRATECH	**BELLAW**	BELLAWIN ENG. GROUP P/L
AMS	ADVANCED MEDICAL SERVICE	**ASTZEN**	ASTRAZENECA	**BENNET**	BENNETT MEDICAL
ADVAND	ADVANCED SURGICAL TECHN	**ATKINS**	ATKINSON TEXTILES P/L	**BERRI**	BERRI LTD
HOGIE	ADVANCED SURGICAL TECHN	**ATRIUM**	ATRIUM AUSTRALIA	**BESLEY**	BESLEY & PIKE
ADVAHC	ADVANTAGE HEALTHCARE PTY LTD	**ATXMED**	ATX MEDICAL SOLUTIONS	**BETAHE**	BETA HEALTHCARE
ADVENT	ADVENTA	**AUDEST**	AUDESTER & CO	**BIC**	BIC AUSTRALIA PTY.LTD
AERO	AERO HEALTHCARE	**AURION**	AURION	**BIOASS**	BIO ASSIST
AFT	AFT PHARMACEUTICALS PTY LTD	**AUSMED**	AUSMED PTY.LTD.	**BIOFUS**	BIOFUSION PTY LTD
AGED	AGED CARE LINEN SPECIALS	**AUSPHM**	AUSPHARM PTY LTD	**BIOLAB**	BIOLAB (AUST)
AGEN	AGEN BIOMEDICAL LTD	**AUSSIE**	AUSSIE FRUITS PTY LTD	**BIOMED**	BIOMEDEX PTY LTD
AGFA	AGFA GEVAERT LTD	**AMD**	AUST MEDICAL DISTRIBUTOR	**BIOMER**	BIOMERIEUX AUSTRALIA
ALADDI	ALADDIN TEMP-RITE	**AUSMDC**	AUST MEDICINES HANDBOOK	**BLANCH**	BIOTECH INT -USE VN 8124
ALBER	ALBERTO CULVER	**AUSPAC**	AUST PACIFIC PAPER	**BIOTEC**	BIOTECH PHARMACEUTICALS
ALCON	ALCON AUSTRALIA	**AUSSCI**	AUST SCIENTIFIC P/L	**BLKMRS**	BLACKMORES LIMITED
ALKON	ALKON MEDICAL SERVICES	**ATP**	AUST TALLOW PRODUCERS	**DAIFAR**	BMK AUSTRALIA
ALLANB	ALLANBY PRESS	**ALS**	AUST.LINEN SUPPLY CO P/L	**BOC**	BOC OPHTHALMIC
ADP	ALLCARE DISPOSABLE PROD	**AUSTAB**	AUSTAB LABELS PTY LTD	**BHRNGI**	BOEHRINGER INGELHEIM P/L

Code	Description	Code	Description	Code	Description
BOISUR	BOIAN SURGICAL	**GENPHA**	CIPLA GENPHARM AUSTRALIA	**DATAPR**	DATA PRODUCTS AUSTRALIA
BOLLE	BOLLE ?	**CITY**	CITY PHARMACY	**DATEX**	DATEX-OHMEDA
BONLAC	BONLAND DAIRIES PTY LTD	**CLARK**	CLARK RUBBER	**DVDCRG**	DAVID CRAIG
BOOMER	BOOMERANG TAPES P/L	**CLEAN**	CLEAN ROOM GARMENTS P/L	**SOEHNL**	DAVIS & WADDELL VIC P/L SOEHNL
BOOTS	BOOTS CO.(AUST.) PTY.LTD	**CLNMAT**	CLEAN-O-MATIC	**TMVWAD**	DAVIS & WADDELL VIC P/L TMVWAD
BORAL	BORAL PLASTERBOARD	**CHP**	CLIFFORD HALLAM	**DEFRIE**	DEFRIES INDUSTRIES P/L
SALTER	BOSCO MEDICAL	**CLIMED**	CLINICAL MEDICAL MARKETING	**DELMED**	DELTA MEDICAL
BOSCO	BOSCO MEDICAL AUSTRALIA	**CLINCL**	CLINICAL NUTRITION	**DELTAP**	DELTA-PAK DIST.& PACK'G
BOSTIK	BOSTIK FINDLEY AUSTRALIA P/L	**MORRIS**	CLIVE HILL PTY LTD	**DENDY**	DENDY PHARMACEUTICALS
BOSTON	BOSTIN SCIENTIFIC PTY LTD	**CLOROX**	CLOROX AUSTRALIA P/L	**DENENG**	DENENG P/L
BOUCHM	BOUCHER & MUIR	**COBLAB**	COBE LABORATORIES P/L	**DENLOG**	DENTAL LOGISTICS
BRAYPR	BRAYPRINT-MIDCO	**COCA**	COCA-COLA AMATIL AUST	**DENTIS**	DENTIST IN A BOX P/L
BREAZY	BREATHE EAZY CHEST RUBB	**COHERE**	COHERENT SCIENTIFIC	**DENPLY**	DENTSPLY AUST P/L
BRENN	BRENNISTON FIRST AID	**COLBAR**	COLBAR QSR P/L	**DENYER**	DENYER BROS. PTY LTD
BRIEMA	BRIEMAR NOMINEES PTY LTD	**ORPHRM**	COLGATE ORAL CARE	**DEPUY**	DEPUY AUSTRALIA P/L
BRIGAT	BRIGGATE MEDICAL CO	**COLGAT**	COLGATE-PALMOLIVE P/L	**DERMAT**	DERMATECH LAB
BRIMAR	BRIMAR DISTRIBUTING	**COLKAP**	COLKAP PRODUCTS PTY LTD	**DMATCH**	DERMATECH LABORATORIES
BRSTL	BRISTOL-MYERS SQUIBB P/L	**COLLIN**	COLLINS DEBDEN AUST	**DESIGN**	DESIGN FOR VISION P/L
SQUIBB	BRISTOL-MYERS SQUIBB P/L	**COLOPL**	COLOPLAST PTY. LTD.	**DETMOL**	DETMOLD PACKAGING
NAMCO	BROWNBUILT PTY LTD	**PORGES**	COLOPLAST PTY. LTD.	**DEVICE**	DEVICE TECHNOLOGIES
BUDDIE	BUDDIES (AUST) PTY LTD	**COMBIN**	COMBINED PACKAGING	**DEVINE**	DEVINE UPHOLSTRY
BUDGET	BUDGET DISTRIBUTORS	**COMMON**	COMMONWEALTH PAPER CO	**DEVINS**	DIAGNOSTIC INSTRUMENTS
BUNBRG	BUNDABERG SUGAR	**COMVTA**	COMVITA MEDICAL	**DIAGNO**	DIAGNOSTIC INSTRUMENTS
BUNZL	BUNZL (NSW) LIMITED	**CONFID**	CONFIDENT CARE PRODUCTS	**DIATEC**	DIAGNOSTICS & TECH
BURG	BURGUNDY PLUMBING H/WARE	**CONST**	CONSTAR PTY LTD	**DIAMED**	DIAGNOTIC & MEDICAL PTY LTD
RUBBER	C.A.L. TRADING PTY LTD	**CONSTA**	CONSTAR PTY LTD	**DIGGER**	DIGGERS AUST. PTY LTD
DEWITT	C.B. FLEET CO AUST P/L	**CONMED**	CONTROL MEDICS PTY LTD	**DIMEDA**	DIMEDA INSTRUMENTS GMBH
CALSEP	CALMOSEPTINE AUST P/L	**CNVTEC**	CONVATEC	**DIMENS**	DIMENSION AUDIO VISUALS
CASCAR	CAMPBELLS CASH & CARRY	**COOK**	COOK AUSTRALIA	**DWS**	DISTILLED WATER SUPPLIERS
CAMPBE	CAMPBELL'S SOUPS PTY LTD	**COOPER**	COOPER	**DIXON**	DIXON SURGICAL
CANNON	CANNON	**COSPAK**	COSPAK (VIC) PTY LTD	**DOLPHN**	DOLPHIN PLASTICS
CANNOV	CANNOVA	**COTTLE**	COTTLES COFFEE,TEA &NUTS	**DOMIN**	DOMINANT AUSTRALIA
CANON	CANON AUSTRALIA	**3PLCOT**	COTTMAN - VIC	**DONEGN**	DONEGAN OPTICAL COMPANY
KING	CANTARELLA BROS. PTY LTD	**COTY**	COTY AUSTRALIA	**TOWER**	DONWAY PRODUCTS
SUPERI	CAPITAL LINEN	**COUNTR**	COUNTRY FOODS PTY LTD	**DORCO**	DORCO CO LTD
CMS	CAPITAL MEDICAL SUPPLIES	**COVID**	COVIDIEN	**BEAN**	DOUGLAS BEAN (AUST.) P/L
CBDCTN	CARDBOARD CARTON	**TYCO**	COVIDIEN	**DOUGLS**	DOUGLAS PHARM.AUST.P/L
CARDIN	CARDINAL HEALTH	**CPS**	CPS HOUSEWARES P/L	**DRAGER**	DRAGER (AUST) PTY LTD
ALARIS	CARDINAL HEALTH AUSTRALIA	**CRITIC**	CRITICAL ASSIST GROUP	**DRYPAC**	DRYCHILL
ALLEGI	CARDINAL HEALTH AUSTRALIA	**CROMPT**	CROMPTON LIGHTING PTY LT	**DUKE**	DUKE MEDICAL PTY LTD
CARDRH	CARDIO RESEARCH PTY LTD	**CROSS**	CROSSFIRE AUSTRALIA PTY LTD	**DURACL**	DURACELL/GILLETTE AUST
DEEKO	CARTER HOLT HARVEY TISSU DEEKO	**CROWN**	CROWN SCIENTIFIC	**DVM**	DVM MEDICAL SUPPLIES PTY LTD
CARTER	CARTER-WALLACE (AUST)P/L	**CRYSTL**	CRYSTAL HEALTHCARE P/L	**ENTTEC**	E N T TECHNOLOGIES
PROPER	CE PROPERT PTY LTD	**3PLCSL**	CSL	**OATES**	E.D.OATES PTY LTD
MAYO	CECIL E. MAYO	**COMWLT**	CSL LTD	**BELL**	E.L. BELL PACKAGING P/L
CELEGY	CELLEGY AUSTRALIA	**CSL**	CSL LTD	**EAGLE**	EAGLE PHARMACEUTICALS PL
CELLO	CELLO PAPER PTY LTD	**CSR**	CSR DISTILLERIES	**EASYRT**	EASYREST PILLOWS
CELPAC	CELPAC ENVELOPES	**CUNO**	CUNO PACIFIC	**EBOS**	EBOS GROUP PTY LTD
CENTSY	CENTARI SYSTEMS	**HUDALY**	CURLY GIRL PR/CROWLE FDT	**BLACKW**	EC BLACKWOOD
CENTUR	CENTURION MILLING CO	**CUSSON**	CUSSONS PTY. LTD.	**ECOTES**	ECO TEST PTY LTD
CEBOS	CEREBOS FOOD SERVICE	**CYTSOL**	CYTOSOL OPTHALMICS P/L	**ECOLAB**	ECOLAB PTY LIMITED
CHAPLE	CHAPPLE MAGNETIC MEDIA	**DDC**	D.D.C. AUSTRALIA PTY LTD	**ECOMED**	ECOMED
GABB	CHARLES GABB	**COULTR**	D.J.COULTER WHOLESALE DV	**EDLYN**	EDLYN FOODSERVICES P/L
TIMMS	CHARLES TIMMS PTY. LTD.	**DSBIOM**	D.S BIOMEDICAL	**EDKELL**	EDWARD KELLER AUST. P/L EDKELL
CHEMSE	CHEMSEARCH AUSTRALIA	**DALCRS**	DALCROSS MEDICAL EQUIP.	**GCA**	EDWARD KELLER AUST. P/L GCA
RUHOF	CHEMZYME AUSTRALIA	**DALTON**	DALTON FINE PAPER	**EDLIFE**	EDWARD LIFE SCIENCES
CHIMDE	CHIMDEN MEDICAL	**PILOT**	DALTON PACKAGING P/L	**EDWDUN**	EDWARDS DUNLOP PAPER
HUGHES	CHRISTOPHER J HUGHES P/L	**SELLO**	DALTON PACKAGING PTY LTD	**EDWARD**	EDWARDS MEDICAL SUPPLIES
CIBA	CIBA VISION	**MEDPRO**	DANSAC	**EGO**	EGO PHARMACEUTICALS P/L

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FAULHA	EGON FAULHABER	**GEISTE**	GEISTER	**HIGGIN**	HIGGINS TRADING COMPANY
LILLY	ELI LILLY AUST PTY LTD	**GELPAK**	GELPACK ENTERPRISES P/LD	**HIGTEC**	HIGH TECHNOLOGY CONTROL
ELITEC	ELITE CHEMICAL PTY LTD	**GENEPH**	GENEPHARM	**HIGTES**	HIGH TECHNOLOGY CONTROL
ELYTE	ELITE MEDICAL SUPPLIES	**GDS**	GENERAL DIABETES SERVICE	**HOA**	HOA AUSTRALIA P/L HOA
EMERGE	EMERGE MEDICAL	**GENETC**	GENETICS AUST CO-OP SOC	**SUNRIC**	HOA AUSTRALIA P/L SUNRIC
EMT	EMT HEALTHCARE PTY LTD	**GENRX**	GENRX PTY LTD	**HOLLIS**	HOLLISTER
ENDEVO	ENDEAVOUR MEDICAL	**GENZYM**	GENZYME AUSTRALASIA	**INCARE**	HOLLISTER INCARE
ENDOCO	ENDOCORP PTY LTD	**PENNY**	GEOFF PENNEY (AUST) P/L	**HOLLY**	HOLLYHOCK BATTERIES
ENDMED	ENDOMED	**HAGLEY**	GEORGE HAGLEY AUST P/L	**HHE**	HOME HEALTH EQUIPMENT
ALIMTY	ENDOTECH PTY LTD ALIMTY	**WESTON**	GEORGE WESTON FOODS	**HSTYLE**	HOMESTYLE COOKIES (VIC)
ENDOTE	ENDOTECH PTY LTD ENDOTE	**GFF**	GF FOOD	**HOSPRA**	HOSPIRA AUSTRALIA
ENDO	ENDOVASIVE PTY LTD	**GILEAD**	GILEAD SCIENCES	**HOUSE**	HOUSE WITH NO STEPS
ENTECH	ENTECH HEALTHCARE P/L WA	**GILETE**	GILLETTE	**ORNGSL**	HOUSE WITH NO STEPS ORNGSL
ESPEC	ENVELOPE SPECIALISTS	**GKE**	GKE AUSTRALIA P/L	**HOYLND**	HOYLAND MEDICAL
ESSELT	ESSELTE DIV - ACCO AUST	**GLACON**	GLAXO CONSUMER	**HRP**	HPV RESPIRATORY PRODUCTS
SWS	ESSELTE DIV - ACCO AUST	**SKBCHM**	GLAXO SMITHKLINE	**HWC**	HPV WOUND CARE PRODUCTS
ETHICO	ETHICON DIV - J & J MEDICAL	**SKCHBM**	GLAXO SMITHKLINE	**HSAVER**	HSA OWN BRAND
EUCLIP	EUCALIP BIO CHEMICAL P/L	**GLAXO**	GLAXOSMITHKLINE	**FEE**	HSA Service Fees
EVERDY	EVEREADY BATTERIES	**3PLGLA**	GLAXOSMITHKLINE PHARMA	**HUD**	HUDSON RCI
EXMOOR	EXMOOR PLASTICS	**GLEDLE**	GLENDALE CHEMICAL PROD	**HARHVL**	HUHTAMAKI VAN LEER
EXPRKO	EXPERKO	**GLOBAL**	GLOBAL SCIENTIFIC PTY LTD	**HUMTEC**	HUMAN TECHNOLOGIES
EXTECH	EXTECH EQUIPMENT	**GMEDIC**	GMEDICAL	**CONFEC**	HUNTER WHOLESALE CONFECT
FABER	FABER CASTELL AUST	**GOMED**	GO MEDICAL INDUSTRIES	**HUNTER**	HUNTERS PRODUCTS PTY LTD
FAIMNT	FAIRMONT MEDICAL	**GOLDEN**	GOLDEN CIRCLE LIMITED	**HUNLGH**	HUNTLEIGH HEALTHCARE
FALCON	FALCON	**GLDSHD**	GOLDSHIELD HEALTHCARE	**HUNT**	HUNTSMAN FILM PRODUCTS
FAULD	FAULDING HEALTHCARE P/L	**GRAJEN**	GRAJEN DISTRIBUTORS P/L	**HYDPHM**	HYDRATION PHARM
FLDNG	FAULDING MAYNEPHARMA	**POSEY**	GRAJEN DISTRIBUTORS P/L POSEY	**GIENE**	HYGIENE AUSTRALIA PTY LTD
SONORA	FAULDING-TAS 69-0003-8	**GREEN**	GREEN ACRES	**ICEPAC**	ICE-PAC COMFORT
KIMBCL	FAULDING-TAS 69-0003-8 KIMBCL	**GUMNUT**	GUMNUT COUNTRY BAKEHOUSE	**ICN**	ICN PHARMACEUTICALS A'ASIA
FAVOR	FAVORITE PLASTICS	**GYTECH**	GYTECH PTY LTD	**IDC**	IDC MEDICAL
FELTON	FELTON GRIMWADE & BICKFORD	**TREVAL**	H. TREVAIL & SON PTY LTD	**IMATIO**	IMATION ANZ PTY LTD
FEMCAR	FEMCARE AUSTRALIA	**INSTR**	H.S.A.- W.A. INSTR	**IMAXON**	IMAXEON PTY LTD
FERNO	FERNO AUSTRALIA PTY LTD	**TANDY**	H.S.A.- W.A. TANDY	**IMBROS**	IMBROS PTY LTD
FERING	FERRING	**WOODS**	H.W. WOODS PTY LTD	**IMPACT**	IMPACT BUSINESS FORMS
FATS	FILM & TAPE SALES	**HAINES**	HAINES MEDICAL AUSTRALIA	**IMPLOX**	IMPLOX P/L
FILTER	FILTERFAB PTY. LTD.	**HAKO**	HAKO AUSTRALIA PTY LTD	**INCSON**	INCISION PTY LTD
INSTPK	FIRST CLASS TRADERS, PAKISTAN	**HALAS**	HALAS DENTAL LTD -VIC	**INCTEC**	INCLINE TECHNOLOGIES PTY LTD
F&P	FISHER & PAYKEL	**HMLTN**	HAMILTON PHARM. PTY LTD.	**ISM**	INDUSTRIAL SUGAR MILLS
FISHER	FISHER LANE	**HAMMER**	HAMMERSLEY PRODUCT P/L	**INKWEL**	INK WELL OFFICE SOLUTION
FLAVOU	FLAVOUR CREATIONS	**HANLE**	HANLEYS	**INOVA**	INOVA - 3M
FLEX	FLEX-ICE	**HANNA**	HANNAFORD'S CLEANING	**INSTMN**	INSTRUMAN PTY.LTD.
FLORFN	FLORAFAUN PTY LTD	**HANSHE**	HANS HERMANN	**INSULT**	INSULECT AUSTRALIA PTY LTD
FOODM	FOOD MARKETERS PTY LTD	**HANSMA**	HANS MARTIN	**INTEGS**	INTEGRATED SCIENCES
FORMAC	FORMAC PRODUCTS	**HARRIS**	HARRIS PAPER P/L	**INTERF**	INTERFAB P/L
FORTUN	FORTUNE MEDICAL SUPPLIES CO LT	**HARTMA**	HARTMA	**INTEG**	INTERGRA NEUROSCIENCES
FPA	FPA AUSTRALIA	**HARTMU**	HARTMUIOERIEL	**INTPHM**	INTERPHARMA PTY LTD
HOSKIN	FRED HOSKING PTY.LTD.	**HAVEN**	HAVENHALL P/L	**INTERS**	INTERSURGICAL
FRT	FREIGHT	**HAWKER**	HAWKER RICHARDSON	**SANSAC**	INT'NAL CONSOLIDATED
FRENUS	FRESENIUS MEDICAL CARE-SE ASIA	**HAYCOM**	HAYCOMP PTY LTD	**INVACA**	INVACARE
FROLAB	FRONINE LAB SUPPLIES	**WHEAT**	HEAT WHEAT INTERNATIONAL	**INVTEC**	INVICTRO TECHNOLOGY
FRONTL	FRONTLINE INNOVATIONS	**CAMINE**	HEINE AUSTRALIA P/L CAMINE	**IPSEN**	IPSEN PTY LTD
FRUITM	FRUITMARK PTY.LTD.	**RICTHO**	HEINE AUSTRALIA P/L RICTHO	**ITLCRP**	ITL CORPORATION
FUJIX	FUJI XEROX AUST.PTY.LTD.	**HEINE**	HEINE AUSTRALIA PTY.LTD.	**ITL**	ITL HEALTHCARE PTY LTD
GAIETY	GAIETY PARTY NOVELTIES	**HEINZ**	HEINZ	**IVOCLA**	IVOCLAR
GDRMA	GALDERMA AUST PTY LTD	**HEMCO**	HEMCO INDUSTRIES PTY LTD	**DAVEY**	J A DAVEY (IMPORT) P/L
GALLAY	GALLAY SCIENTIFIC	**HJONES**	HENRY JONES FOODS P/LTD	**OMRON**	J A DAVEY (IMPORT) P/L OMRON
GAMAPD	GAMAPROD P/L	**HEBU**	HERMANN BUTCH GMBH	**BAYLIS**	J G BAYLISS & SON P/L
GAMBRO	GAMBRO PTY LTD	**HEWLET**	HEWLETT PACKARD AUST.LTD	**BLACK**	J.BLACKWOOD & SON LTD
GBORTH	GB ORTHOPAEDICS	**HEXAL**	HEXAL AUSTRALIA PTY LTD	**LEUTEN**	J.LEUTENEGGER P/L

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AGAR	J.R.AGAR CHEMICALS P/L	LAUCKE	LAUCKE FLOUR MILLS P/L	MEDLEQ	MEDELEQ PTY LTD
ANDERS	JACK D.ANDERSON P/L	LEETON	LEETON PACKAGING P/L	MSR	MEDICAL & SURGICAL REQUISITIES
JACKEL	JACKEL AUSTRALIA PTY LTD	CIG	LIFEQUIP P/L	MEDACC	MEDICAL ACCESS
JACOBS	JACOBS' MEDICAL SUPPLIES JACOB	LINK	LINK MEDICAL PRODUCTS	MEDCPT	MEDICAL CONCEPTS PTY LTD
JMS	JACOBS' MEDICAL SUPPLIES JMS	LINKRO	LINKRON PTY LTD	MEDDIA	MEDICAL DIAGNOSTICS AUST
JNSCLG	JANSSEN-CILAG PTY LTD	LINTEC	LINVATEC AUST	MEDDEV	MEDICAL DIVICES
JASCO	JASCO PTY.LTD.	LINVAT	LINVATEC AUST	MEDEQ	MEDICAL EQUIPMENT
JASOL	JASOL AUSTRALIA	LIVING	LIVINGSTONE INT'NATIONAL	MES	MEDICAL EQUIPMENT MES
JEX	JEX INDUSTRIES PTY LTD	LMAPAC	LMA PACMED	MEDIND	MEDICAL INDUSTRIES AUST
JLM	JLM HEALTHCARE	LOMB	LOMB SCIENTIFIC P/L	MEDRES	MEDICAL RESEARCH TRUST
JMAC	JMAC LABORATORIES	LOVELL	LOVELL SURGICAL SUPPLIES	MEDSAL	MEDICAL SALES & SERVICES
JMR	JMR AUSTRALIA	LOWAN	LOWAN WHOLE FOODS P/L	MDSPEC	MEDICAL SPECIALTIES
JOERNS	JOERNS HEALTHCARE INC	LUCAS	LUCAS PAPAW	MEDSUR	MEDICAL SURGICAL R'NTS
DANKS	JOHN DANKS & SONS P/L	LNDBEK	LUNDBECK C/O FISONS	MEDWHL	MEDICAL WHOLESALERS
HAYES	JOHN HAYES & ASSOCIATES	LUXO	LUXO AUSTRALIA PTY LTD	MEDFLX	MEDIFLEX INDUSTRIES
J&J	JOHNSON & JOHNSON MED.	SONNEN	M & H POWER SYSTEMS P/L	MEDGRP	MEDIGROUP AUSTRALIA
JJP	JOHNSON & JOHNSON PACIFIC	WRAGG	M.B.WRAGG PTY.LTD.	MEDHNY	MEDIHONEY P/L
JONDIV	JOHNSON DIVERSEY	MON	M.O.N BEVERAGES PTY. LTD	MEDLIT	MEDILITE ENGINEERING P/L
KCARE	K CARE	MACMED	MACMED HEALTHCARE	MEDPAC	MEDIPAC SCIENTIFIC P/L
BIOMET	K.E.V. MEDICAL	3PLMAC	MACOPHARMA	MEDIRD	MEDI-REDI PTY LTD
VOST	K.G. VOST PTY LTD	MACQUA	MACQUARIE MEDICAL SYSTEM	MEDRIT	MEDIRITE SUPERMAX PTY LTD
KSH	K.S.H. CARTONS PTY LTD	MAERSK	MAERSK MEDICAL PTY LTD	MEDISO	MEDISOURCE
KBCHEM	K-B CHEMICALS	DOMTEX	MAHONEY & SOMAIA P/L DOMTEX	MEDOS	MEDOS COMPANY PTY LTD
KCAAFC	KCC ADULT & FEM CARE	MAHONE	MAHONEY & SOMAIA PTY LTD	BUFFAL	MEDTEL AUSTRALIA BUFFAL
KCAHCE	KCC HEALTH CARE	MAIN	MAIN MEDICAL	MEDTEL	MEDTEL AUSTRALIA MEDTEL
KCAPRO	KCC PROFESSIONAL	MAJAC	MAJAC AUSTRALIA	MEDTEX	MEDTEX
KCIMED	KCI MEDICAL	MLE	MAKING LIFE EASIER	MEDTRO	MEDTRONIC AUST P/L
KELLOG	KELLOG AUST PTY LTD	MALLIN	MALLINCKRODT MEDICAL	MEIJI	MEIJI - MGC DAIRY CO LTD
KEMA	KEMA PLASTICS P/L	MALMET	MALMET AUSTRALIA	MEKOLE	MEKOLEC & CO
KEMTRA	KEMTRAK CURT. FITT. P/L.	MNCHTR	MANCHESTER TRADING CO.	MNTHLM	MENTHOLATUM PTY. LTD.
HANDS	KEN HANDS AGENCIES P/L	MANREX	MANREX PTY LTD - WEBSTERCARE	MENTOR	MENTOR MEDICAL SYSTEMS
KENKAY	KENKAY PHARMACEUTICALS	MANSON	MANSON ENGINEERING P/L	MENU	MENU MASTER PTY LTD
KERRY	KERRY EQUIPMENT	MARBIG	MARBIG - ACCO AUSTRALIA	MSD	MERCH SHARP & DOHME
NAGLE	KEVIN NAGLE HYGIENE MANA	MARCLZ	MARCALANZ P/L	MERCH	MERCHANT FOODSERVICE
KEYMED	KEY MEDICAL	MARCO	MARCO D'POLO	MERIAN	MERIANA
KEY	KEY PHARMACEUTICALS P/L.	MARSH	MARSH DAIRY PRODUCTS P/L	MERI	MERISANT COMPANY
TECNOL	KIMBERLY-CLARK AUST P/L TECNOL	MARTIN	MARTIN FOOD SERVICE	MERMED	MERMED AUSTRALIA P/L
KIMBER	KIMBERLY-CLARK AUST. P/L	MASTER	MASTERFOODS OF AUST P/L	MEWHTH	MEW HEALTHCARE
KIMTEC	KIMETEC GmbH	MATRIX	MATRIX SURGICAL COMPANY	MGH	MGH PACKAGING
KIRK	KIRKSIDE PRODUCTS	MATTES	MATTES INSTRUMENTS	MICADO	MICADOR AUST. PTY. LTD.
KNOLL	KNOLL AUSTRALIA P/L	KAISER	MATTES INSTRUMENTS GMBH KAISER	MICHLS	MICHAELS P/L
KOALA	KOALA MEDICAL P/L	MAXPAK	MAXPAK	MICROM	MICRO MEDICAL
KODAK	KODAK (A'ASIA) PTY.LTD.	MAXPH	MAXPHARMA	MIDMAR	MIDMED PTY LTD MIDMAR
KRAFT	KRAFT FOODS -VIC SALES	MAYNEP	MAYNE PHARMA	MIDMED	MIDMED PTY LTD MIDMED
KUNNEX	KUNNEX INCORPORATED	DBL	MAYNEPHARMA DBL	MIELE	MIELE AUSTRALIA PTY LTD
KYDA	KYDA LEATHER & SHEEPSKIN	BULL	MAYNEPHARMA DBL MANUFAC.	MILLER	MILLER GRAPHIC P/L
REXONA	L&K REXONA	MAYVEN	MAYVEN MEDICAL PTY LTD	MLLPR	MILLIPORE PTY. LTD.
LRI	L.R.INSTRUMENTS	AEROPL	MCCORMICK FOOD AUST P/L AEROPL	MILTON	MILTON AUSTRALIA
LATEC	LA TECNOCARTA	MCCORM	MCCORMICK FOODS AUST P/L	MINAPP	MINAPPI NIGH N DAY COMFO
LABPHA	LABORATORIES PHARMACARE	MCCULL	MCCULLOCH PTY LTD	MNSON	MINSON SCIENTIFIC
LABDIA	LABORATORY DIAGNOSTICS	MCFARL	McFARLANE MEDICAL & SCIENTIFIC	MINTON	MINTON MED SUPPLIES P/L
LABPHM	LABORATORY PHARMACARE	MCGLN	McGLOINS CLASSIC BRANDS	MISPHM	MISPHM
LABTEK	LABTEK PTY LIMITED	MCGRAW	MCGRAW HILL AUSTRALIA P/L	MITA	MITA AUSTRALIA
LAERDA	LAERDAL PTY LTD	MCLEAN	MCLEAN HEALTHCARE	MOBSTO	MOBILE STORAGE SYSTEMS
PHILIP	LAERDAL PTY LTD	MCNEIL	MCNEIL SURGICAL PTY LTD	MOLNKE	MOLNLYCKE HEALTH CARE
LAMICO	LAMICO INC.	MEDICA	MED & OPT INSTRUMENTS	MONARC	MONARCH MEDICAL
LAMPEN	LAMP ENTERPRISES	MEDCON	MED-CON PTY.LTD.	MONRCH	MONARCH MEDICAL
LAMP	LAMP REPLACMENT P/L	MEDGEN	MEDEGEN MEDICAL PRODUCTS	SEARLE	MONSANTO AUSTRALIA LTD
LANES	LANES BISCUITS PTY LTD	MEDELE	MEDELEQ	MLIGHT	MOONLIGHTING

Code	Description	Code	Description	Code	Description
MOORE	MOORE B'NESS SYSTEMS LTD	**ORCHRD**	ORCHARD MANUFACTURING CO	**PRTLND**	PORTLAND MEDICAL
MOTEX	MOTEX	**ORGNON**	ORGANON (AUST) P/L	**POWERB**	POWER BRANDS
MOWBRA	MOWBRAY GLASS	**ORGANO**	ORGANON TEKNIKA	**POWDC**	POWER D.C.
MPM	MPM MARKETING SERVICES	**ORION**	ORION LABORATORIES P/L	**POWER**	POWERCELL AUSTRALIA PTY
MULTIM	MULTI MEDICAL GROUP	**ORPHAN**	ORPHAN AUSTRALIA	**PREMED**	PRECISE MEDICAL SUPPLIES PTY L
MULTIG	MULTIGATE MEDICAL PROD.	**ORTHO**	ORTHO CLINICAL DIAGNOSTICS	**VICOFF**	PRECISION T/AS VICTORIAN
MULTIX	MULTIX PTY.LTD.	**ORTHOC**	ORTHOCARE PTY LTD ORTHOC	**PREMIE**	PREMIER BATTERIES P/L
MUNDPH	MUNDIPHARMA	**OAPL**	ORTHOPAEDIC APPL. P/L OAPL	**PRIME**	PRIME NUTRITION
MURANA	MURANAKA	**OSS**	ORTHOPAEDIC APPL. P/L OSS	**PROACT**	PROACT MEDICAL SYSTEMS (AUST)
MURPHY	MURPHY FURNITURE PTY LTD	**OXFORD**	OXFORD MEDICAL EQUIPMENT	**PRGMBL**	PROCTER & GAMBLE PTY.LTD
MURGOU	MURRAY GOULBURN CO-OPERATIVE C	**OXOID**	OXOID AUSTRALIA	**PRODUC**	PRODUCTS INT. CO.
MYADEC	MYADEC	**OZSAFE**	OZ SAFE (QLD) PTY LTD	**PIP**	PROFESSIONALS IN PRINT
NSTENN	N.STENNING & CO	**OZCUP**	OZCUP	**NUMEDI**	PROMEDICA PTY.LTD. NUMEDI
STNNNG	N.STENNING & CO PTY LTD	**OZDENT**	OZDENT	**PROMED**	PROMEDICA PTY.LTD. PROMED
NADS	NADS PTY LTD	**P&C**	P.& C. BRUSHES	**PROSHD**	PROSHIELDS
NASCOR	NASCOR PTY LTD	**PACHEA**	PACIFIC HEALTH CARE	**PROTEC**	PROTECT A CLEAN P/L
NATHAN	NATHAN SURGICAL	**PACMED**	PACIFIC MEDICAL PTY LTD	**PROSAF**	PROTECTOR SAFETY PTY LTD
NATION	NATIONAL BRUSHES &	**CONCEP**	PACIFIC MEDITECH	**QLICKS**	QLICKSMART PTY LTD
NATFOO	NATIONAL FOODS DAIRY	**MEDITC**	PACIFIC MEDITECH	**QCTF**	QUALITY C.T.F. PTY LTD
NATSUR	NATIONAL SURGICAL	**PACIFI**	PACIFIC SALT CO PTY LTD	**QUEEN**	QUEEN FINE FOODS PTY.LTD
NATPAK	NATIONALPAK PTY LTD	**PDPHRM**	PAEDPHARM PTY.LTD.	**QUEST**	QUEST SURGICAL
NCIPAC	NCI PACKAGING PTY LTD	**PALL**	PALL AUST/IMPORTS	**QUICKP**	QUICK PACK
STEWRT	NCI PLASTICS (VIC) P/L	**PALLAD**	PALLADIUM SCHOOL SUPPL.	**QUICK**	QUICK STITCH IND. SEWING
NESTLE	NESTLE HEALTHCARE NUTRITION	**PALMM**	PALM MEDICAL	**URQUHA**	R D URQUHART & SON P/L
NESTLN	NESTLE HEALTHCARE NUTRITION	**PANAS**	PANASONIC AUSTRALIA	**BIRD**	R J & V J BIRD
NOVRTN	NESTLE HEALTHCARE NUTRITION	**PAPER**	PAPER TECHNOLOGY INT.LTD	**R&T**	R&T LUBRICANTS LTD
NESTLI	NESTLE INFANT NUTRITION	**BURDIC**	PARAMEDICAL SUPPLIES	**RBGRAY**	R.B.GRAY & CO. PTY.LTD.
NETWK	NETWORK FOODS LIMITED	**PRKDVS**	PARKE DAVIS PTY LTD	**RADMED**	RADI MEDICAL SYSTEMS PTY LTD
NEWAPP	NEW APPROACH PROD.P/L	**PARKER**	PARKER HEALTHCARE P/L	**RADIO**	RADIOMETER PACIFIC RADIO
GEMEDI	NEWCASTLE COMMUNICATIONS	**PENMED**	PARKER HEALTHCARE PENMED	**RADPAC**	RADIOMETER PACIFIC RADPAC
NICPAK	NICE PAK PRODUCTS	**PATCAR**	PATIENT CARE PRODUCTS	**RAGG**	RAGG
SUDO	NICE PAK PRODUCTS	**HARTMN**	PAUL HARTMANN PTY LTD	**AJAX**	RAMPRIE LABORATORIES
NICHE	Niche Medical	**PEER**	PEERLESS HOLDINGS P/L.	**RAMPRE**	RAMPRIE LABORATORIES
NITTOD	NITTO DENKO	**PELICA**	PELICAN MANUFACTURING P/L	**RANBAX**	RANBAXY
NMT	NMT NEUROSCIENCES	**PENCO**	PENCO AGENCIES	**RAPDEX**	RAPIDEX PTY LTD
NTOUCH	NO TOUCH THERMOMETER	**PENTAL**	PENTAL PRODUCTS PTY LTD	**RAP-IT**	RAP-IT PACKAGING CO.
NONSTO	NON STOCK ITEM	**PENTEL**	PENTEL (AUSTRALIA) P/L	**RCR**	RCR RUBBER
NORRIS	NORRIS INDUSTRIES P/L	**PERCRE**	PERSONAL CARE GROUP P/L	**REABY**	REABY BROS.(SURGICAL)
NOVA	NOVA MEDICAL	**PTHSUR**	PERTH SURGIAL SUPPLY CO	**RECKIT**	RECKITT BENCKISER
NOVAK	NOVAK CAMERA CO PTY LTD	**PETERS**	PETERS LABORATORIE	**REDBAN**	REDBANK INSTRUMENTS
NOVRTS	NOVARTIS PHARMACEUTICALS P/L	**PETRUS**	PETRUS PHARMACEUTICALS	**REXAM**	REDING PAPER PRODUCTS
NOVO	NOVO NORDISK	**PFICON**	PFIZER CONSUMER	**REGION**	REGIONAL HEALTH TRADING
NUTRET	NUTREAT SUPPLIMENT BISCUITS	**PFIZER**	PFIZER PTY LTD	**REHBWA**	REHAB WA
NUTRCA	NUTRICIA AUST P/L	**POLAR**	PH UP USE VN 4204	**RELIAN**	RELIANCE MEDICAL PTY LTD
SHARPE	NUTRICIA AUST P/L SHARPE	**PHARMA**	PHARMACIA & UPJOHN PHARMA	**RELPAR**	RELPAR PTY.LTD. RELPAR
NUTRO	NUTRONIC	**PHRMUP**	PHARMACIA AUSTRALIA P/L	**SUN**	RELPAR PTY.LTD. SUN
NYCMD	NYCOMED AMERSHAM	**PHRMLB**	PHARMALAB	**3PLREM**	REM
NYLEX	NYLEX HUNTINGDALE/DIV OF	**PHRMLK**	PHARMALINK PTY LTD	**REM**	REM SYSTEMS PTY LTD
ORPARA	O R PARADIGM	**PHRMTL**	PHARMATEL PTY. LTD	**RESPIR**	RESPIRONICS AUSTRALIA P/L
ADVORT	O.R TECHNOLOGIES	**PHRMTX**	PHARMATEX	**REUSCH**	REUSCH AUSTRALIA
ORTECH	O.R TECHNOLOGIES	**PHARM**	PHARMAUST MANUFACTURING P/L	**OSRAM**	REXEL AUSTRALIA
OCTPHM	OCTAPHARMA	**PHILMD**	PHILIPS MEDICAL SYSTEM AUST	**GEC**	REXEL AUSTRALIA GEC
OLYMPI	OLYMPIA AUSTRALIA	**PIERRE**	PIERRE FABRE MEDICAMENT AUST	**REXEL**	REXEL AUSTRALIA REXEL
OLYMPS	OLYMPUS	**PBCO**	PLASTIC BAG CO PTY LTD	**RCHTHP**	RICHARD THOMPSON
OMNIC	OMNICELL	**PLRD**	POLAROID AUST P/L	**RIVFDS**	RIVER FOODS
OMNGON	OMNIGON	**POLOCK**	POLLOCK SURGICAL	**RIVIAN**	RIVIANA FOODS PTY.LTD.
OPTHAL	OPHTHALMIC LABORATORIES	**POLY**	POLYCANE AUST P/L	**RGREEN**	ROBERT E. GREEN
OPSM	OPSM INSTRUMENTS	**POOLQ**	POOLQUIP WHOLESALE	**ROCHED**	ROCHE DIAGNOSTICS AUST
OPTECH	OPTECH DRAG SURGICAL	**METRO**	PORT INVESTMENTS PTY LTD	**ROCHE**	ROCHE PRODUCTS PTY.LTD.

Code	Description	Code	Description	Code	Description
ROLMED	ROLAND MEDICAL	**SHARP**	SHARP CORPORATION AUST P/L	**SUPER**	SUPER DISPOSABLE AUST.
ROLAND	ROLAND PRIESTLY PTY.LTD.	**SHARPZ**	SHARPZ KITZ PTY LTD	**DAVIS**	SUPERMARKET SALES
ROLLS	ROLLS PRINTING P/L	**SHEFLD**	SHEFFIELD BLADES	**SURACC**	SURGICAL ACCESS
ROUSEL	ROUSSEL PHARMACEUTICAL	**ACTIL**	SHERIDAN AUSTRALIA	**SURBUY**	SURGICAL BUYERS AUST.
RCH	ROYAL CHILDREN'S HOSP.	**SHIMED**	SHIMADZU MEDICAL SYSTEMS	**SURDYN**	SURGICAL DYNAMICS SURDYN
RLINE	ROYAL LINEN PTY LTD	**SHNPHM**	SHNPHM	**SURGID**	SURGICAL DYNAMICS SURGID
RUDISC	RUDICHHAUSER GMBH	**SHOCK**	SHOCHWATCH PTY LTD	**SYRDYN**	SURGICAL DYNAMICS SYRDYN
GUNZ	RUDOLPH GUNZ-VIC	**SIEPER**	SIEPER & CO PTY LTD	**SURIND**	SURGICAL INDENT &
RYE	RYE PHARMACEUTICALS	**BLYS**	SIFA PTY LTD	**SOS**	SURGICAL ORTHOPAEDIC
RYMED	RYMED PTY LTD	**SIFA**	SIFA PTY LTD	**SURSYN**	SURGICAL SYNERGIES PTY LTD
MURRAY	S. MURRAY	**SIGMA**	SIGMA PHARMACEUTICALS	**SURGIC**	SURGICARE
JOHNSO	S.C.JOHNSON PROFESSIONAL	**SIGMAC**	SIGMA PHARMACEUTICALS CO.	**SURICO**	SURGICON SYSTEMS
SABCO	SABCO AUSTRALIA LIMITED	**SILTEX**	SILTEX (AUST.)PTY.LTD.	**SURGIM**	SURGIMED TAS P/L
SAGE	SAGE MEDICAL PTY LTD	**SILVER**	SILVERGLO S'LESS STEEL.	**SURMEX**	SURIMEX PTY LTD
SDS	SALES & DISTRIBUTION SERVICE	**EDGELL**	SIMPLOT AUSTRALIA P/L	**SIMPLA**	SUTHERLAND MEDICAL SIMPLA
SOFTEX	SALES AND DISTRIBUTION SERVICE	**GRASBY**	SIMS GRASEBY AUSTRALIA GRASBY	**SUTHER**	SUTHERLAND MEDICAL SUTHER
SANREM	SAN REMO MACARONI CO P L	**SKANSN**	SKAKANSEN HOLDINGS LTD	**KENZ**	Suzuken Co.
SANBRO	SANBROOK HOLDINGS P/LTD	**DUNLOP**	SLEEPMAKER	**SWISS**	SWISS DATALOGIC
SANDOZ	SANDOZ PTY LTD	**SLUMBE**	SLUMBER SHOP & FOAMCUTTERS	**SYDMED**	SYDMED PTY LTD
KEYTEC	SANDS & MCDOUGALL	**S&N**	SMITH & NEPHEW AUST P/L.	**SYMBIO**	SYMBION PHARMACY SERV
THACK	SANDS PRINT GROUP LTD	**SMITH**	SMITH'S MEDICAL AUST P/L	**SYNTHN**	SYNTHON AU
SANICA	SANICARE	**SCOVER**	SOFTCOVER PTY LTD	**TDK**	T.D.K.AUST.PTY.LTD.
SANITA	SANITARIUM HLTH.FOOD CO.	**MSOFT**	SOFTWARE SPECTRUM	**TAGMED**	TAG MEDICAL
AVENTP	SANOFI AVENTIS	**SOLVAY**	SOLVAY PHARMACEUTICALS	**TASMED**	TASMANIAN MEDICAL TASMED
AVENTS	SANOFI AVENTIS	**SONY**	SONY AUSTRALIA	**TAYLOR**	TAYLOR BRYANT PTY LTD
SANOFI	SANOFI AVENTIS	**SOLARC**	SOULARCH SURGICAL	**TECHNI**	TECHNIPRO
3PLAVE	SANOFI PASTEUR	**SOUTHC**	SOUTHCORP WINES PTY LTD	**TECPRO**	TECHNIPRO MARKETING P/L
SANOSI	SANOSIL	**SPACEL**	SPACELABS MEDICAL SPACEL	**TECLAB**	TECHNOLAB MARKETING
KIWI	SARA LEE HOUSEHOLD	**SPALAB**	SPACELABS MEDICAL SPALAB	**LAUBMN**	TECSOL/L & P SAFE CARE
SARSTD	SARSTEDT AUST P/L	**SPC**	SPC ARDMONA	**TEMTEC**	TEMPERATURE TECHNOLOGY
SAYCO	SAYCO AUST. PTY. LTD.	**SPECIA**	SPECIAL BUY	**TENDER**	TENDER CARE FURITURE
JAYCO	SAYCO P/L (UROCARE)	**SPEMED**	SPECIALIST MEDICAL SUPPLIES DO	**TERUMO**	TERUMO AUSTRALIA PTY LTD
SCAPER	SCA HYGIENE - HEALTHCARE	**SPTRUM**	SPECTRUM OPTHALMICS	**TESA**	TESA TAPES (DIV.OF BDF)
SCAAFH	SCA HYGIENE AWAY FROM HOME	**S&K**	SPEIDEL & KELLER GMBH&CO	**DECOR**	THE DECOR CORP.PTY.LTD.
SCAHYG	SCA HYGIENE AWAY FROM HOME DIV	**TUDOR**	SPICER PAPER LTD	**HELPHA**	THE HELPING HAND CO.LTD.
SCAHCE	SCA HYGIENE HEALTHCARE	**SPICER**	SPICERS STATIONARY	**MUESLI**	THE MUESLI COMPANY
SBPA	SCHEIN BAYER	**SPRPAK**	SPRAYPAK PTY. LTD.	**THERAP**	THERAPEUTIC GOODS
SCHPL	SCHERING PLOUGH	**SPS**	SPS SUPPLY	**THRGDL**	THERAPEUTIC GUIDELINES
SCHRNG	SCHERING PTY.LTD.	**SCHOLL**	SSL AUSTRALIA PTY LTD SCHOLL	**THRLMT**	THERMAL LAMINATING CO.
SRNGPL	SCHERING-PLOUGH PTY LTD	**SSL**	SSL AUSTRALIA PTY LTD SSL	**THORN**	THORFINN SURGICAL P/L
SCHOTT	SCHOTT	**SSLTRK**	SSL TRACKMEDIA	**THORLY**	THORLEYS LAB
COTTEE	SCHWEPPES COTTEE'S 1792	**SSS**	SSS AUSTRALIA	**THURSD**	THURSDAY PLANTATION
SCITEC	SCIENTIFIC & TECHNICAL SERVICE	**STJUDE**	ST JUDE MEDICAL	**TIMTUT**	TIM INSTRUMENT GMBH
SCIEDU	SCIENTIFIC EDUCATIONAL SUPPLIE	**STAEDT**	STAEDTLER (PACIFIC) P/L.	**ACH**	TIMBS AND DEAN
SES	SCIENTIFIC EDUCATIONAL SUPPLIE	**STFDMR**	STAFFORD-MILLER LTD.	**TOLEDO**	TOLEDO STEEL INT.PTY LTD
SCTDBN	SCOTT-DIBBEN PTY LTD	**STARK**	STARKEY LABORATORIES P/L	**TOLLOT**	TOLLOT PTY LIMITED
POCD	SCOTTISH PACIFIC POCD	**STARW**	STARWELL	**COLYER**	TONY COLYER PTY.LTD.
QFOAM	SCOTTISH PACIFIC QFOAM	**STATE**	STATE SUPPLY COMPANY	**TLCRFT**	TOOLCRAFT PTY.LTD.
SEABOY	SEABUOY PTY LTD	**STATEM**	STATEMED PTY LTD	**TFORM**	TOP FORM FURNITURE
SEAGRA	SEAGRAM AUSTRALIA P/L	**STLMAR**	STELMARA DIST. PTY. LTD.	**TOTE**	TOTE SYSTEMS AUST P/L
SEALPK	SEALAPAK PTY. LTD.	**STERIC**	STERIC PTY LTD	**TOWELX**	TOWELEX AUSTRALIA P/L
SEALY	SEALY OF AUSTRALIA (VIC)	**STFEL**	STIEFEL LABORATORIES P/L	**TR**	TRANAS ROSTFIA
SELBY	SELBY-BIOLAB	**STOKES**	STOKES (A'ASIA) LTD.	**TRAPAC**	TRANS-PACIFIC HEALTHCARE
SELECT	SELECT SEWING P/L	**STOERK**	STORK INSTRUMENTS	**TRIDON**	TRIDON AUSTRALIA PTY LTD
SENIOR	SENIOR PAPER SUPPLIES	**STRYKR**	STRYKER AUSTRALIA P/L	**TRIMED**	TRIMED DISTRIBUTORS
SENTRY	SENTRY MEDICAL PTY LTD	**STS**	STS HEALTH	**TRISCO**	TRISCO FOODS PTY LTD
SERONO	SERONO AUSTRALIA P/L	**SUGAUS**	SUGAR AUSTRALIA	**TRUBOR**	TRUBOR GLASS INSTRUMENTS
SRVR	SERVIER LABS. AUST. P/L.	**SUNMED**	SUN MEDICAL EQUIP C-WA	**TRUGRD**	TRUGRADE PTY LTD
SHAMRK	SHAMROCK CHEMICALS P/L	**SUNNYB**	SUNNYBANK HELATH FOOD	**TUBEBE**	TUBEBENDERS -SA

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TURNCO	TURNCO INDUSTRIES P/L				
TURNLY	TURNLEYS (AUST) P/L				
TUTA	TUTA LABORITORIES				
HARROW	TWT COURIERS & TRANSPORT				
D&G	TYCO HEALTHCARE - DAVIS & GECK				
SHERWO	TYCO HEALTHCARE - SHERWOOD				
VALLAB	TYCO HEALTHCARE - VALLEYLAB				
UCB	UCB AUSTRALIA PTY LTD				
ULTMED	ULTIMATE MEDICAL				
UNILEV	UNILEVER FOODS-FLORAFOOD				
UNITY	UNITY PLASTICS (AUST)P/L				
KEYPHA	UNKNOWN				
LAB/PC	UNKNOWN				
LIFECA	UNKNOWN				
QUICKI	UNKNOWN				
UNOPAK	UNOMEDICAL CUSTOM PACKS				
UNOMED	UNOMEDICAL PTY LTD				
INDOPL	UNOMEDICAL/INDOPLAS				
UVEX	UVEX AUSTRALIA PTY. LTD.				
VALANT	VALEANT PHARM AUST P/L				
VALPAK	VALPAK AUST PTY LTD				
VALUCA	VALUCA PTY LIMITED				
VECTRA	VECTRA				
VENUS	VENUS HARTUNG PTY LTD				
VCARUS	VERNON-CARUS AUST. P/L				
VICINN	VIC.INNOVATION CENTRE				
VICTOR	VICTOR SPORTS				
VISIO	VISIOMED GROUP LIMITED				
ALCAN	VISY RECYCLING				
VITA	VITA PACIFIC				
W9	W9 PTY LTD				
WALMAY	WALMAY				
FOODTR	WARD MCKENZIE PTY LTD				
WEBA	WEBA MEDIZINTECHNIK GMBH				
WELCH	WELCH ALLYN - USA				
W/A	WELCH ALLYN AUST.PTY LTD				
WESCST	WESTCOAST SURGICAL &				
WESBIO	WESTERN BIOMEDICAL				
WHTLL	WHITEHALL CONSUMER				
WHTLY	WHITELEY INDUSTRIES				
WILPEA	WILLIAM PEARCE & CO				
WILLOW	WILLOW WARE PTY LTD				
WINDSO	WINDSOR FARM FOODS P/L				
WISDOM	WISDOM BRANDS PTY LTD				
WRIGHT	WRIGHT RUBBER PRODUCTS				
CAMPBL	WSGAL PTY LTD				
3PLWYE	WYETH AUSTRALIA PTY.LTD				
WYETH	WYETH AUSTRALIA PTY.LTD.				
WYECON	WYETH CONSUMER HEALTH				
WYMED	WYMEDICAL				
XOMED	XOMED AUSTRALIA				
ZEPP	ZEP INTERNATIONAL				
ZEOFR	ZERO FREEZE				
ZIMMER	ZIMMER PTY LTD				

If you have any questions, contact the CH2 Help Desk on 03 9554 0495, your local Representative or see our Website at www.ch2.net.au.

